

MEMORANDUM OF AGREEMENT
BETWEEN THE
CITY OF TAUNTON MANAGEMENT ASSOCIATION
AND THE
CITY OF TAUNTON

Having bargained collectively for the terms of a successor to their July 1, 2012 – June 30, 2015 Collective Bargaining Agreement, the City of Taunton ("City") and the City of Taunton Management Association ("COTMA") hereby mutually agree to extend the terms of that agreement for the further two (2) year period from July 1, 2015 – June 30, 2017 with the following modifications. The parties further agree that the terms of this Memorandum of Agreement are subject to the ratification of COTMA's membership and that the cost items of this Memorandum of Agreement shall be submitted by the Mayor to the Municipal Council and recommended for ratification consistent with the City's obligations pursuant to Chapter 150E, Section 7(b) of the Massachusetts General Laws.

1. Term of New Contract (Article XXXII, p. 34)

The new Contract shall be effective for the two (2) year period beginning July 1, 2015 and ending June 30, 2017.

2. Interim Agreements

All interim or other agreements that have been entered into by the parties during the term of the July 1, 2012 – June 30, 2015 Contract shall be incorporated into the successor Contract. A list of such agreements shall be mutually developed by the parties during the course of these negotiations.

3. Provisions of New Contract

Except as modified by any such interim or other agreements between the parties and/or except as modified during these negotiations and/or except for such technical matters as date changes, all other provisions of the July 1, 2012 – June 30, 2015 Contract shall be carried over intact into the successor Contract.

4. No Discrimination (Article III, p. 2). Add "gender identity" to the list of other bases upon which neither COTMA nor the City can discriminate.

5. Vacancies and Promotions (Article XVIII, p. 22). In order to more clearly delineate what happens regarding (a) earned leave accruals, (b) vacation entitlement and (c) step placement when person starts a COTMA position, Section 4 shall be deleted and replaced with the following:
 4. Any new hire who has successfully completed his six (6) month probationary period shall advance to Step 2 on the COTMA Salary Grid effective six (6) months after beginning work in the position, unless that person is already at the "Step 3" in which case there will be no such advancement. Each year on his anniversary of hire the employee shall advance to the next step on the COTMA salary grid in accordance with the language that is set forth in Article XXVI, Sections 2A and 2B of this Agreement. In addition, the following three subparagraphs are intended to clarify what happens regarding (a) earned leave accruals, (b) vacation entitlement, and (c) step placement when a person starts a COTMA position:
 - a. Sick Leave. When a person transfers from one COTMA position to another, or when a person enters COTMA with verifiable full-time city service (non-school, non-TMLP), that person transfers over all accrued sick leave.
 - b. Vacation Leave. All verifiable full-time city service (non-school, non-TMLP) counts towards a person's vacation entitlement. Upon hiring a department head or assistant department head only, if the Mayor deems it in the best interest of the City, Mayor may allow other public, non-city service time to count towards a person's vacation entitlement.
 - c. Initial Step Placement. If a transfer from another city (non-school, non-TMLP) position, a person is initially placed at either Step 1 or the step which corresponds to the weekly salary that is 5% higher than the person's current weekly salary, whichever is higher. Any other person shall be initially placed at Step 1, unless the Mayor deems it to be in the best interest of the City, exercises his sole discretion to initially place the person on another step, not to exceed Step 5. After initial step placement, all persons progress in steps as any other person.

6. Salary Grid Structure (Article XXVI, p. 29).

A. All salaries on the COTMA Salary Grid (Appendix B) shall be increased in the following amounts as of the following dates:

- | | | |
|----|-----------------------------|--------------------|
| 1. | Retroactive to July 1, 2015 | Two percent (2.0%) |
| 2. | July 1, 2016 | Two percent (2.0%) |

7. Appendix A – List of Covered Positions (p. 40).

A. In order to reflect the current composition of the Bargaining Unit, the following changes shall be made to Appendix A:

1. Change "Senior Drop-in Center Coordinator" to "Senior Center Coordinator."
2. Insert "Electrical Inspector" and "Electronic Systems Manager" in Building Department.
3. Remove "SNI Neighborhood Advisor" from Human Services Department.
4. Add "Administrative Assistant" and "Crime Analyst/Community Outreach Specialist" in Police Department.

B. The Treasurer Collector and DPW Commissioner positions shall be removed from the Bargaining Unit subject to the following conditions:

1. The City shall sign individual employment contracts with the incumbents of these two positions once officially removed from the Bargaining Unit, said contracts to be executed simultaneously upon ratification of this MOA by the Union membership and the Municipal Council and substantially similar in form to those other non-union contracts of the Human Resources Director, Budget Director, and Executive Director of OECD. Said employment contracts shall contain terms of employment at least as long as remains on their respective terms of appointment, and containing salary adjustments with at least their current level of compensation

and with base salary increases that are at least the same as in paragraph 6A, above, subject to the approval of the Municipal Council.

2. The Brownfield Coordinator Stipend, which is set forth in Appendix D and currently received by the DPW Commissioner, shall be deleted from the Contract.
 - C. The following changes shall be made to the positions of (a) Assistant DPW Commissioner, (b) DPW Division Supervisor, (c) Commissioner – Parks, Cemeteries and Public Grounds, (d) Recreation Supervisor, (e) Water Division Supervisor, and (f) Director - TEMA:
 - These positions shall receive a ten percent (10.00%) increase in existing salary grid (in addition to wage increase set forth in Paragraph 6A, above).
 - These positions shall have their work week increased from thirty-two and one-half (32.50) hours to forty (40) hours per week, and shall be salaried, non-FLSA eligible positions.
 - These positions shall become completely ineligible for accrual and use of flex time pursuant to the Contract.
 - D. Community Relations Counselor. The Mayor agrees to recommend an appropriation sufficient to fill this vacant position in the Human Services Department no later than the start of fiscal year 2017 (July 1, 2016).
 - E. Assistant Animal Control Officer/Shelter Manager. Change title to “Manager – Animal Shelter Facility” and revise the Job Description for the position as per the attached with salary and hours to remain the same except for increases pursuant to Paragraph 6A herein. The Incumbent Assistant Animal Control Officer/Shelter Manager shall serve as Manager – Animal Shelter Facility without the necessity of posting and filling the position.
8. The following Housekeeping Agreements have been reached:
- A. Grievance and Arbitration Procedure - Article IX (p. 6) Section 10C (p. 12).

1. In Section 10C, replace "his" with "the."
 2. Change "Director of Personnel Administration" to "Human Resources Director" throughout this Article.
- B. Personal Leave - Article XIII (p. 17). Remove "Upon request" in the first sentence in order to confirm the current practice that a member is not required to actually make a request in order to have the member's allotment of personal days granted.
- C. The following language shall be added to Articles XIII (Personal Leave), XIV (Maternity Leave) XVI (Sick Leave) and XXV (Vacations) relative to the accrual of benefits while on paid leave:

Members shall continue to accrue any and all paid leave to which they are otherwise entitled to accrue under this Contract (i.e. Personal Leave, Sick Leave and Vacation Leave) while they are exercising their right to utilize paid leave pursuant to this Article.

- D. Article XXVI, Section 2 (p. 29). Amend the first sentence to read:

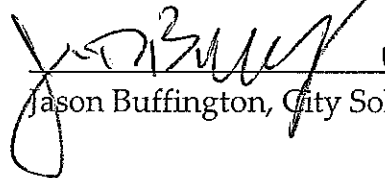
On December 1, 2010, the following Salary Schedule was implemented.

Signed in the City of Taunton on this 9th day of November, 2015.

CITY OF TAUNTON

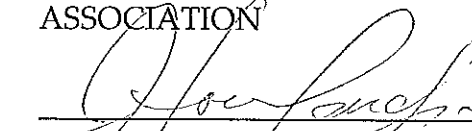

Thomas Hoye, Mayor

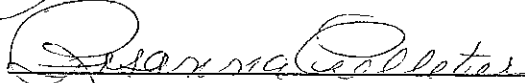
12/11/15


Jason Buffington, City Solicitor

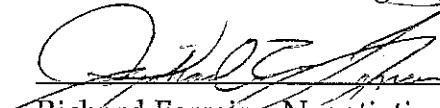
12/11/15


CITY OF TAUNTON MANAGEMENT
ASSOCIATION


James Howland, President


Rosanna Pellettier Negotiating Committee Chair


Charlene Bonenfant, Negotiating Committee


Richard Ferreira, Negotiating Committee


Michael Pappas, Negotiating Committee


Maria Ventura, Negotiating Committee

**COLLECTIVE BARGAINING AGREEMENT
BETWEEN THE
CITY OF TAUNTON
AND THE
CITY OF TAUNTON MANAGEMENT
ASSOCIATION**

COVERING THE TIME PERIOD FROM

July 1, 2012 – June 30, 2015

COTMA OFFICERS

Mark Slusarz, President
Joe Azevedo, Vice President
Rosanna Pelletier, Treasurer
Robert Pirozzi, Secretary
Maria Ventura, Elected Member
Jimmy Howland, Elected Member

NEGOTIATING COMMITTEE

Kevin Scanlon, Chair
Joseph Azevedo
Jimmy Howland
Rosanna Pelletier
Maria Ventura

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**COLLECTIVE BARGAINING AGREEMENT
BETWEEN
CITY OF TAUNTON
AND
CITY OF TAUNTON MANAGEMENT ASSOCIATION**

THIS AGREEMENT entered into by and between the City of Taunton, Massachusetts, hereinafter referred to as the City, and the City of Taunton Management Association, hereinafter referred to as COTMA, has as its purpose the promotion of harmonious relations between the City and COTMA, the establishment of an equitable and peaceful procedure for the resolution of differences and the establishment of rates of pay, hours of work and other terms and conditions of employment for the employees in the bargaining unit that is hereinafter described.

ARTICLE I

CONSTRUCTION OF CONTRACT TERMINOLOGY

The use of the words "he", "him", or "his" in this Agreement is based upon historical usage and the parties agree that these or similar words shall not be taken to refer to male employees only, but rather shall be deemed to refer to all employees who are covered by this Agreement. It is the intent of the parties hereto to have all of the terms of this Agreement apply equally to all members of the bargaining unit, whether male or female.

ARTICLE II

RECOGNITION

1. The City recognizes COTMA as the exclusive bargaining representative with respect to wages, hours and other terms and conditions of employment of all Department Managers, Assistant Department Managers, and all other supervisory, administrative and similar positions in all City Departments except the Fire Department, the Police Department and the School Department and also except for the City Solicitor and the Mayor's Staff. Attached to this Agreement as

Appendix A is a listing of all positions in the bargaining unit as of the date of execution of this Agreement.

2. It is agreed that the incumbents in the following positions, although included in the recognized bargaining unit covered by this Agreement, will not be participants in the process of negotiating this Agreement or its successor: Legal Assistant, Auditor, Treasurer/Collector, Chairman of the Board of Assessors.
3. The City will not aid, promote or finance any other employee group or organization which purports to represent the members of the bargaining unit covered by this Agreement, nor will it make any agreement with any such employee group or organization or with any individual which changes or is in conflict with any of the terms or conditions of employment that are contained in this Agreement.

ARTICLE III

NO DISCRIMINATION

Neither the City nor COTMA will discriminate against any employee, member or applicant for employment or membership because of race, color, creed, religion, national origin, sex, age, marital status, disability, handicap, sexual preference, political belief or collective bargaining activity.

ARTICLE IV

PROTECTION FOR CONCERTED ACTIVITIES

1. Except to the extent that there is contained in this Agreement an express and specific provision to the contrary, all employees in the bargaining unit shall have and be protected in the exercise of the right, freely and without fear of penalty or reprisal, to form, join or assist any employee organization; to hold office in any such organization and participate in its management; to act in the capacity of collective bargaining representative; to engage in other lawful employee organization and concerted activities for the purpose of collective bargaining or other mutual aid or protection; and to refrain from any and all such activities. In the exercise of such right, the employees in the bargaining unit shall be free from

any discrimination in regard to tenure, promotion or any other term or condition of their employment.

2. COTMA agrees that it shall represent the interests of all employees in the bargaining unit without discrimination and without regard to whether or not an employee is a member of COTMA.

ARTICLE V

ASSOCIATION DUES AND AGENCY SERVICE FEE

1. The City shall deduct COTMA dues from the earned wages of each employee in the bargaining unit who signs a voluntary authorization form which shall read as follows: I hereby authorize the City of Taunton to deduct my dues to COTMA in such amount as may be determined by COTMA. All such dues shall be remitted to the Treasurer of COTMA on a monthly basis. This dues deduction authorization shall remain in full force and effect until the first July 1 before which I give at least sixty (60) days advance notice in writing of its withdrawal to both the City and COTMA. COTMA shall be notified as soon as the City hires a new employee to a bargaining unit position on either a permanent or interim basis so that COTMA can collect its initiation fee and Union dues.
2. The amount so deducted as dues from the wages of the employees shall be remitted on a monthly basis to the Treasurer of COTMA who shall certify in writing to the City the current rate of COTMA's membership dues and who shall similarly provide written certification of any future change in the membership dues.
3. For any member of the bargaining unit who is not a dues paying member of COTMA in good standing, it shall be a condition of employment during the term of this Agreement that, on or after the thirtieth (30th) day following the commencement of such employee's employment or the effective date of this Agreement, whichever is later, he shall pay an agency service fee to COTMA which shall be in an amount equal to the amount required to become and remain a member in good standing of COTMA subject to a rebate for nonrepresentational expenses as provided in Chapter 150E, Section 12 of the General Laws of the Commonwealth of Massachusetts and by the rules and regulations of the Massachusetts Labor Relations Commission.

4. Notwithstanding the foregoing section, the aforesaid agency service fee provision shall not be applicable to any employee who was employed in the bargaining unit on March 23, 1990, provided that such employee both did not start paying dues to COTMA at any time prior to the execution date of this Agreement and does not start paying dues or an agency service fee to COTMA at any time thereafter; however, once any such employee begins to pay either dues or an agency service fee to COTMA at any time after the date of execution of the Agreement, he shall no longer be exempt from the application of the aforesaid agency service fee clause. This exemption is only applicable to those employees who were included in the administrative bargaining unit as of the date of the City's recognition of COTMA and it is not intended to be applicable to any employees who are subsequently employed in those positions.
5. The City shall deduct the COTMA agency service fee from the earned wages of each employee in the bargaining unit who signs a voluntary authorization form which shall read as follows: I hereby authorize the City of Taunton to deduct my agency service fee to COTMA in such amount as may be determined by COTMA. All such agency service fees shall be remitted to the Treasurer of COTMA on a monthly basis. This agency service fee deduction authorization shall remain in full force and effect until the first July 1 before which I give at least sixty (60) days advance notice in writing of its withdrawal to both the City and COTMA.
6. The amount so deducted as agency service fees from the wages of the employees shall be remitted on a monthly basis to the Treasurer of COTMA who shall certify in writing to the City the current rate of COTMA's membership dues and who shall similarly provide written certification of any future change in the agency service fee.

ARTICLE VI

USE OF CITY FACILITIES AND PROVISION OF CITY DOCUMENTS

1. The City agrees that COTMA shall have the right to use the City Hall or any other public building for its meetings provided that prior arrangements for such use are made with the Mayor's Office and provided further that such use will not interfere with the regular business of the City.

2. The President of COTMA shall have access to copies of the notices, agenda, and minutes of all meetings of the Municipal Council and of all other boards, commissions and similar governing bodies of municipal departments in which bargaining unit members are employed. Such documents shall be made available to the President of COTMA simultaneously with their distribution to the elected and/or appointed officials in the City.
3. The President of COTMA shall also have access to all budgetary requests that are submitted to the Municipal Council as well as to all ordinances, resolutions, orders and similar documents that have any direct or indirect impact upon the wages, hours or other terms and conditions of employment of bargaining unit members.
4. The attached Communications Policy (Appendix E) shall be implemented as of the date of ratification of this Agreement and shall have no retroactive application to anything that may have occurred prior to implementation.
5. COTMA shall be permitted to utilize the City's e-mail to notify the membership of any COTMA meetings.

ARTICLE VII

COTMA BUSINESS LEAVE

1. Up to five members of COTMA's Negotiating Committee shall be granted leave from duty with no loss of pay or benefits for all meetings to prepare for collective bargaining negotiations provided that such meetings do not interfere with the business of the City and for all meetings between the City and COTMA that are held for the purpose of negotiating the terms of an agreement.
2. The necessary officers, grievant, or representatives of COTMA shall be granted leave from duty with no loss of pay or benefits for all grievance and arbitration meetings and for all legal proceedings between the City and COTMA, as well as for the time required to prepare and process such matters, when such activity takes place at a time during which such employees are scheduled to be on duty.
3. All other reasonable requests for leave without loss of pay or benefits for COTMA activities shall be granted by the Mayor whenever practicable.

ARTICLE VIII

JUST CAUSE

1. No employee shall be removed, terminated, discharged, dismissed, not reappointed, suspended or otherwise disciplined except for just cause.
2. Newly hired/appointed COTMA members, excluding re-appointments to the same position, shall be subject to a six (6) month probationary period where they may be dismissed by the appointing authority during that period of time.
3. Newly hired/appointed COTMA members shall not accumulate sick, vacation or personal days during the first six (6) months of their employment. However, if they continue employment beyond the first six (6) months they shall receive all of the above said benefits retroactively.
4. An existing COTMA Member who accepts another COTMA Bargaining Unit position shall not be subject to an additional probationary period. However, in the event that a COTMA Member is promoted to a Department Manager position, he/she shall serve a probationary period of six (6) months during which time he/she shall continue to accrue all contractual benefits to which he/she is entitled. If an existing COTMA Member is placed in the position vacated by the COTMA Member who occupies the Department Manager position, and the COTMA Member who occupies the Department Manager position does not successfully complete the probationary period, both COTMA Members shall be reinstated to their former position.

ARTICLE IX

GRIEVANCE AND ARBITRATION PROCEDURE

1. A. There shall be a COTMA Grievance Committee comprised of not less than three (3) employees from within the bargaining unit who shall be designated by COTMA to process grievances that arise between the parties in the manner herein provided.
- B. There shall be formed, by the Mayor, a Municipal Council Grievance Committee, which shall consist of three Municipal Council members whose appointments by the Mayor shall be for two years co-terminus with

the Mayor. One alternate Council member shall be appointed at the same time in the event that a member must be excluded from the grievance procedure due to conflict of interest or other such statutory prohibitions. Decisions of the Municipal Council Grievance Committee shall not require full Council approval.

2. For the purposes of this Agreement, the term "grievance" shall mean any difference or dispute between the City and COTMA, or between the City and any employee in the bargaining unit with respect to the interpretation, application, claim of breach or violation of any of the provisions of this Agreement.
3. Members of the Grievance Committee shall be granted sufficient time off from their regular duties without loss of pay or benefits for the purpose of investigating, processing and resolving grievances.
4. The purpose of this grievance and arbitration procedure is to encourage the prompt resolution of grievances at the lowest possible level. Therefore, all grievances will be processed as rapidly as possible with the time limits provided for herein being considered as maximums rather than as minimums. All of the time limits specified herein shall be calculated in terms of working days which shall mean Monday through Friday, exclusive of the holidays and half-holidays that are specified in Article XXIV of this Agreement. Any of the time limits set forth herein may be extended by mutual agreement of the parties.
5. Grievances shall be processed in accordance with whichever of the following procedures is applicable:
 - A. For those employees who are subordinate to a Department Manager or Division Head:

STEP 1. A grievance shall be presented by the aggrieved employee, with or without a representative from the Grievance Committee, to his Department Manager or Division Head in an attempt to resolve the grievance in an informal manner. Any such grievance must be filed within twenty (20) working days of the occurrence of the facts giving rise to the grievance or the employee's reasonable knowledge thereof, whichever is later. The Department Manager or Division Head shall give his answer to the grievance within five (5) working days thereafter.

STEP 2. If the grievance is not resolved in Step 1, it may be submitted to the Mayor (*) in writing within ten (10) working days after the Department Manager or Division Head gives his answer in Step 1 or, if the Step 1 answer is not given within the five (5) working day period specified above, within fifteen (15) working days from the date when the Step 1 answer was due. The Mayor (*) shall meet with the aggrieved employee, with or without a representative from the Grievance Committee, within five (5) working days after its submission. The Mayor (*) shall give his answer to the grievance in writing within five (5) working days thereafter.

STEP 3. If the grievance is not resolved in Step 2, it may be submitted in writing to the Municipal Council Grievance Committee within ten (10) working days after the Mayor (*) gives his answer in Step 2 or, if the Step 2 answer is not given within the five (5) working day period specified above, within fifteen (15) working days from the date when the Mayor's (*) Step 2 answer was due. The Municipal Council Grievance Committee shall meet with the aggrieved employee, with or without a representative from the Grievance Committee, within ten (10) days after its submission. The Municipal Council Grievance Committee shall give, in writing, its answer to the grievance within ten (10) working days thereafter. Grievance hearings before the Municipal Council Grievance Committee shall be held in executive session unless the aggrieved employee specifically agrees in writing to hold such a meeting in public session; in addition, such grievance meetings shall be held at a mutually agreeable time other than the night of a Municipal Council meeting or on the night of other Municipal Council Committee hearings.

The Mayor shall have the authority to override any Municipal Council Grievance Committee grievance decision that results in an additional financial obligation for the City. In the event that the Mayor exercises his discretion in that regard, COTMA shall have the right to advance the Grievance to Step 4 of the Grievance Procedure.

(*)= or the Director of Personnel Administration as the designated individual.

- B. For those employees who are Department Managers or Division Heads or for those grievances which are filed either on behalf of two or more

employees with different Department Managers or Division Heads or on behalf of COTMA:

STEP 1. A grievance shall be presented by the aggrieved employee, with or without a representative from the Grievance Committee, or by the Grievance Committee to the Mayor (*) in an attempt to resolve the grievance in an informal manner. Any such grievance must be filed within twenty (20) working days of the occurrence of the facts giving rise to the grievance or the reasonable knowledge thereof by the employee or by the Grievance Committee, whichever is later. The Mayor (*) shall give his answer to the grievance within five (5) working days thereafter.

STEP 2. If the grievance is not resolved in Step 1, it may be submitted to the Mayor (*) in writing by the aggrieved employee or by the Grievance Committee within ten (10) working days after the Mayor (*) gives his answer in Step 1 or, if the Step 1 answer is not given within the five (5) working day period specified above, within fifteen (15) working days from the date when the Step 1 answer was due. The Mayor (*) shall meet with the aggrieved employee, with or without a representative from the Grievance Committee, or with the Grievance Committee within five (5) working days after its submission. The Mayor (*) shall give his answer to the grievance in writing within five (5) working days thereafter.

STEP 3. If a grievance is not resolved in Step 2, it may be submitted in writing to the Municipal Council Grievance Committee within ten (10) working days after the Mayor (*) gives his answer in Step 2 or, if the Step 2 answer is not given within the five (5) working day period specified above, within fifteen (15) working days from the date when the Mayor's (*) Step 2 answer was due. The Municipal Council Grievance Committee shall meet with the aggrieved employee, with or without a representative from the Grievance Committee, within ten (10) days after its submission. The Municipal Council Grievance Committee shall give in writing, its answer to the grievance within ten (10) working days thereafter. Grievance hearings before the Municipal Council Grievance Committee shall be held in executive session unless the aggrieved employee specifically agrees in writing to hold such a meeting in public session; in addition such grievance meetings shall be held at a mutually agreeable time other than the night of a Municipal Council Meeting or on the night of other Municipal Council Committee hearings.

The Mayor shall have the authority to override any Municipal Council Grievance Committee grievance decision that results in an additional financial obligation for the City. In the event that the Mayor exercises his discretion in that regard, COTMA shall have the right to advance the Grievance to Step 4 of the Grievance Procedure.

(*)= or the Director of Personnel Administration as the designated individual.

6. Any member of the bargaining unit may process a grievance with or without a representative of the Grievance Committee through Step 3 of the grievance procedure provided that the Grievance Committee is given the opportunity to be present at any such grievance meeting and provided further that the adjustment of any such grievance is not in conflict with the terms of the Agreement. However, only COTMA may submit an unresolved grievance to arbitration.
7. In the event that a grievance is not settled in a satisfactory manner in Step 3, COTMA may submit any such grievance to arbitration by filing a demand for arbitration with the American Arbitration Association and with the Mayor's Office within thirty (30) working days after its receipt of the Step 3 answer. The arbitration shall be conducted in accordance with the then-existing labor arbitration rules of the American Arbitration Association. The parties shall share equally in the cost of the arbitration proceedings. The arbitrator shall have no authority to alter, amend or modify this Agreement in any way. The arbitrator's award shall be final and binding upon the parties hereto.
8. Any grievance that is not instituted or processed within the time limits that are specified herein shall be deemed to have been waived. However, any such waiver shall be applicable only to that particular grievance and shall not be considered to be a waiver by COTMA of any identical or similar grievance that may arise in the future.
9. In the case of any grievance which arises out of an occurrence which provides an employee with the right to a hearing on such occurrence before the Civil Service Commission, the employee must elect whether to challenge the matter either before the Civil Service Commission pursuant to Chapter 31 of the General Laws or before an arbitrator pursuant to General Laws, Chapter 150E, Section 8.

10. A. It is agreed that no action of any kind shall be taken on any complaint against any COTMA member unless the complaint is submitted in writing, signed by the complainant and sets forth the place, date, time and circumstances of the matter complained of. Any such complaint shall be immediately forwarded to the Department Manager who shall, within three (3) business days thereafter, supply copies of the complaint to the COTMA member named therein, and the President of COTMA. Discipline initiated by a Department Manager, the Mayor, or by vote of the Municipal Council is not considered a Complaint. Job performance issues and department disciplinary action resulting from performance issues are not considered a Complaint.
- B. A three (3) member panel consisting of the Mayor or his designee, the President of COTMA or his designee and one mutually agreed upon disinterested party shall conduct an investigatory hearing within five (5) business days after the Department's receipt of the complaint. The COTMA member named therein shall be in attendance at such hearing together with a COTMA representative and, if desired, with an attorney of his choosing. The complainant shall also attend this meeting and shall be subject to questioning by the COTMA member involved or by his representative or attorney. If the complainant fails to appear at the said hearing, no further action shall be taken on the complaint.
- C. If, following the hearing before it, the three (3) member panel believes further action may be warranted, it shall, within five (5) business days of said investigatory hearing, submit a report of its findings to the President of the Municipal Council, copies of which shall be promptly served upon the COTMA member involved, his Department Manager, his COTMA representative and his attorney. Thereafter, before any further action is taken, a hearing shall be held before the Municipal Council which shall, at the option of the COTMA member named in the complaint, be public. The Municipal Council may, for good cause shown, order the hearing be private. At any such hearing, irrespective of whether or not it is public, the COTMA member or his attorney, shall have the right to examine the complainant and any supporting witness on any matters that are relevant to the complaint and shall have the right to present witnesses to testify in his behalf. If the complainant does not appear at this hearing, no further action shall be taken on the complaint.

- D. No action shall be taken on any such complaint unless the hearing described in the preceeding paragraph is held within five (5) business days after the panel submits its report – except where the COTMA member involved, or his attorney, requests a continuance and unless any action that is taken is taken within five (5) business days following the completion of the hearing. Any action taken shall be in accordance with the COTMA contract.
- E. All evidence in support of any such complaint must be submitted at the initial hearing before the three (3) member panel. Any newly discovered evidence in support of any such complaints must be provided to the COTMA member against whom the complaint has been lodged immediately upon its discovery and at least three (3) business days in advance of any hearing on the complaint.
- F. Neither the name of the COTMA member against whom a complaint has been lodged, nor the nature of the complaint, nor any information pertaining to the complaint shall be released to the public, to the press or to any outside source by either the City or COTMA or by either of their repective agents until after the complaint has been fully disposed of before and by the Municipal Council.
- G. Any of the time limits set forth herein may be continued or extended at the request of the COTMA member involved.
- H. Any COTMA member against whom a complaint has been filed shall have the option of recording any hearing held pursuant to this Article. In any case in which the COTMA member involved elects to record a hearing, the City may also record that particular hearing.
- I. A COTMA member against whom a complaint has been filed shall have the right to request of COTMA arbitration in the event they are dissatisfied with the results of the foregoing proceedings.

ARTICLE X

HOURS OF WORK

1. COTMA members have traditionally worked a flexible weekly work schedule which shall continue to apply subject to the following conditions:
 - A. COTMA members shall be required to work their thirty-two and one-half (32.5) or forty (40) hour work week, whichever is applicable to their position. Appendix A of this Agreement (List of Covered Positions) has been amended by adding a column which specifies the current work week of each position in COTMA's bargaining unit – namely, either thirty-two and one-half (32.5) or forty (40) hours.
 - B. COTMA members shall work within the normal business hours of their respective Departments unless required to work outside of said hours by their immediate supervisor or Department Manager, whichever is applicable.
 - C. COTMA members shall report to work Monday through Friday unless they are utilizing any form of contractual leave to which they are entitled or if work is cancelled for any reason by the Mayor.
2. The parties recognize that members of COTMA's bargaining unit occasionally work over forty (40) hours in a workweek. Therefore, the members of COTMA's bargaining unit who are ineligible for overtime under the Fair Labor Standards Act and who work over forty (40) hours in a given workweek shall be eligible for flexible time off for all such additional hours worked in accordance with the following terms that are set forth in Sections 2 – 8 of this Article:
 - A. Flexible time off shall be granted on a minute for minute basis. Therefore, if a member is required to work forty (40) hours and fifty (50) minutes in a given workweek, he/she shall be entitled to fifty (50) minutes of flexible time off.
 - B. Flexible time off must be used within ten (10) working days of the date upon which a member worked the additional time over forty (40) hours in a given workweek.

- C. The flexible time off may be used at any time during a regularly scheduled work day at the member's option, subject to Department Manager approval as set forth in Sections 3 and 4 of this Article.
3. In order to exercise their right to accrue flexible time off pursuant to this Article, members must receive advanced approval from the Mayor or his designee.
 4. In order to utilize accrued flexible time off, a member must receive the approval of his/her Department Manager; Department Managers must receive the approval from the Mayor or his designee. A member's request for use of the flexible time off to which he/she is entitled shall not be denied by the Department Manager (or by the Mayor or his designee in the case of a Department Manager making the request) provided that a member's utilization of flexible time off will not unduly disrupt the City's operations. For a Department Manager (or the Mayor or his designee in the case of a Department Manager making the request) to deny a member's request for flexible time off requires a reasonable and good faith anticipation that said request would impose an unreasonable burden on the City's ability to provide services of acceptable quality and quantity for the public during the time requested without the use of the member's services.
 5. In the event that a Department Manager (or the Mayor or his designee in the case of a Department Manager making the request) denies a member's request to utilize flexible time off, the ten (10) working day time period that is set forth in Section 2(b) above shall be extended for a further ten (10) working day period; however, if a member's request to utilize his/her flexible time off is denied by his/her Department Manager (or the Mayor or his designee in the case of a Department Manager making the request), nothing in this Article provides for the forfeiture of the flexible time off to which the member is entitled. Further extensions of the ten (10) working day periods described above may be warranted in the event of continuous running seasonal programs.
 6. Members shall be permitted to utilize up to eighty (80) hours of flexible time off per contract year (July 1 – June 30) but shall have the right to submit a request to the Mayor or his designee for the usage of additional flexible time off as the circumstances warrant.
 7. Each Department Manager shall maintain a written log detailing the flexible time off used by COTMA members in his/her Department which shall be based upon the contract year (July 1 – June 30). Each Department's flexible time off log shall

be open to audit by the Mayor or his designee at any time to insure that the Department is in compliance with the provisions of this Article.

8. Unused Flexible Time Off may be carried over from one fiscal year to the next at the sole discretion of the Mayor. (The effective date of the annual flex time carryover provision shall be June 1, 2010 and all accrued time on the books as of this date shall be eligible for consideration for the annual carryover.) Members shall not be permitted to redeem unused flexible time off at the time of their separation from employment.
9. COTMA members who are covered by the FLSA ("covered members") who are authorized by either their Department Manager or the Mayor to work overtime and exceed forty (40) hours of work in a particular week shall be eligible for overtime pay and Compensatory Time Off consistent with Section 553.22 of the FLSA's Regulations. Covered members shall be designated as such in Appendix A, the List of COTMA Positions.
10. In order to be eligible to work overtime and receive either overtime pay or Compensatory Time Off, covered members must account for their work hours on a time sheet.
11. When a covered member works authorized overtime pursuant to the provisions of this Article, the covered member shall have the option to select whether the overtime worked shall be compensated at his/her applicable overtime rate of pay or taken as Compensatory Time Off. Compensatory Time Off shall be utilized in the same manner as Flexible Time Off as set forth in Sections 2 - 8 of this Article with the following exceptions:
 - A. The accrual rate shall be time and one-half pursuant to the applicable FLSA Regulations.
 - B. The accrual cap shall be 240 hours pursuant to the applicable FLSA Regulations.
12. Nothing in this Agreement shall prejudice a COTMA bargaining unit member whose position was not deemed to be covered by the FLSA during the FLSA Committee negotiations from filing a lawsuit against the City in the appropriate jurisdiction and venue asserting that his/her position is eligible for coverage under the FLSA.

ARTICLE XI

LEAVE OF ABSENCE

1. Leaves of absence without pay for a limited period of time subject to the approval of the head of the employee's department and/or the Mayor or his designee, which approval shall not be arbitrarily or unreasonably withheld, may be granted to an employee for a reasonable purpose. Such leaves may be extended or renewed but not so that the total period of the leave exceeds one year.
2. Any period of time that an employee is on a leave of absence under this article shall be included in computing his length of service for the purpose of determining his vacation and longevity entitlement.
3. If subpoenaed or summoned or requested by a Court or by the City Solicitor to appear before a Court in a matter stemming from the scope of work duties, the City shall be deemed responsible to pay current wages for that time required by the Courts.

ARTICLE XII

BEREAVEMENT LEAVE

1. An employee shall be allowed bereavement leave with pay upon the death of his spouse, or significant other, child, grandchild, brother, sister, parent, grandparent; or upon the death of the employee's spouse's child, parent, father or mother in-law, brother, sister, grandparent or grandchild; or upon the death of a member of the employee's household. Such leave will extend from the time of death until the day following the funeral service, but shall not, unless special permission is granted by the Mayor, exceed ninety-six (96) hours.
2. In addition, one (1) day of funeral leave shall be granted to an employee who attends the funeral service for his aunt, uncle, niece, nephew or cousin; or his spouse's aunt, uncle, niece, nephew or cousin.
3. In the event that any of the relatives mentioned in Section 2 above reside within the employee's household, such employee shall be granted three (3) days of funeral leave.

ARTICLE XIII

PERSONAL LEAVE DAYS

Upon request, five (5) days of personal leave shall be granted to each covered employee each contract year provided that reasonable advance notification of the personal leave day is given to and approved by the head of the employee's department and/or the Mayor or his designee, which approval shall not be arbitrarily or unreasonably withheld. Said personal leave days may be accumulated to a maximum of ten (10) days. Yearly, at the employee's request two (2) sick days may be converted to personal days. "Yearly," for purposes of the preceding sentence, is defined to mean that the employee must be employed in his/her current position for twelve (12) months prior to requesting this conversion. Upon an employee's retirement, death or termination from employment in good standing, the employee or his estate, whichever is applicable, may redeem any and all personal leave days that an employee has accumulated at the employee's then per diem rate of pay which shall be one-fifth (1/5th) of their regular weekly pay.

ARTICLE XIV

MATERNITY LEAVE AND FAMILY AND MEDICAL LEAVE

1. Any employee who is pregnant shall be allowed to use her accumulated sick leave for any portion of her pregnancy or post delivery period during which her doctor certifies that she is physically disabled from performing the duties of her regular job. In addition, any such pregnant employee shall be entitled to up to eight (8) weeks of maternity leave without any loss of seniority rights or accumulation.
2. Any such employee who wishes to extend her maternity leave beyond any such period of physical disability and/or beyond the eight (8) week period that is referred to in the preceding section shall be granted such leave for up to six (6) months following the completion of her period of disability and maternity leave. During such additional leave period, she shall be treated for all purposes as if she were on an unpaid leave of absence under Article XI.
3. In addition to the foregoing Sections of this Article, employees shall also be granted time off pursuant to the Family and Medical Leave Act (12 weeks per year) and the Massachusetts Small Necessities Leave Act (24 hours per year)

consistent with the purposes enunciated in those statutes and they may use accumulated time off such as sick leave, personal leave or vacation time during the period of any such leave so that they do not suffer any loss of compensation during such time period. The use of accumulated time off such as sick leave, personal leave or vacation time is at the employee's sole discretion and the employee has the option of choosing which form of paid leave shall be utilized during any leave of absence under this Article.

4. In the event that an employee utilizes either accumulated personal leave pursuant to Article XIII, accumulated sick leave pursuant to Article XVI or vacation leave pursuant to Article XXV, the City may exercise its option under the Family and Medical Leave Act to reduce the employee's twelve (12) week Family and Medical Leave Act entitlement for that year by the number of paid leave days taken; provided however, that the City may not so reduce an employee's twelve (12) week Family and Medical Leave Act entitlement unless (1) the purpose for which the employee utilized his/her paid leave qualifies as a "serious health condition" under the applicable Department of Labor Regulations (presently 29 CFR 825.114) and (2) the employee has utilized paid leave for more than ten (10) consecutive work days. A copy of 29 CFR 825.114 and the applicable forms that the City may require an employee to complete if the City wishes to exercise its option and the employee meets the two above conditions is attached to this Agreement as Appendix C. This section shall not apply to leaves taken by employees pursuant to the Family and Medical Leave Act relating to the birth or adoption of a healthy child. Furthermore, nothing in this section detracts from the City's right to deduct unpaid leave that is taken by an employee pursuant to the Family and Medical Leave Act from their twelve (12) week Family and Medical Leave Act entitlement for that year by the number of unpaid leave days taken.
5. In the event that there is a conflict between the Family and Medical Leave Act and/or the Massachusetts Small Necessities Leave Act and this Agreement, the terms of this Agreement shall prevail unless the two aforementioned statutes provide greater benefits to the employees who are covered by this Agreement.
6. Members who are on a Family and Medical Leave of Absence pursuant to this Article will be credited with holiday and/or bereavement pay in the event that either a holiday or bereavement leave occurs during a member's Family and Medical Leave of Absence.

7. The Family and Medical Leave Act year shall be based upon the fiscal year (July 1 – June 30).

ARTICLE XV

MILITARY LEAVE

1. An employee who is a member of a reserve component of the Armed Forces of the United States, including the National Guard, shall be granted a leave of absence with pay during the time of his annual tour of duty as a member of such reserve component provided, however, that such leave shall not exceed seventeen (17) days in any contract year.
2. Any employee who serves in active duty in the Armed Forces of the United States during the term of this Agreement shall be entitled to whatever rights of re-employment and restoration of benefits are provided by applicable state or federal law.
3. In addition to the rights guaranteed by Section 2, any employee who is covered by this Agreement and is a member of the Army National Guard, the Air National Guard or a reserve component of the Armed Forces of the United States and who is called to active service in the Armed Forces of the United States shall be granted a military leave of absence by the City and shall be entitled to receive pay at his/her regular base salary and shall not lose any seniority, or any other contractual benefits such as vacation leave, sick leave or personal leave during the period of such military leave of absence. Said regular base salary that is payable by the City shall be reduced by any amount the employee receives from the United States as pay or allowance for military service performed during the pay period.

ARTICLE XVI

SICK LEAVE

1. All employees shall be credited with all their accumulated sick leave as of June 30, 1990. Thereafter, each member of the bargaining unit shall accumulate one and one-quarter (1 ¼) days of sick leave for each completed month of service.

There shall be no limit on the number of sick leave days that an employee may accumulate.

2. Employees shall be entitled to their sick leave as it becomes earned. Sick leave shall not be taken in advance. However, in the case of serious illness, additional sick leave may be granted to an employee whose sick leave has been exhausted at the discretion of the Mayor.
3. Upon the request of an employee's Department Manager or upon the request of the Mayor in the case of a Department Manager, an employee who is out on sick leave for more than three (3) consecutive work days shall furnish a certificate from an attending physician stating the nature of the illness and indicating when the employee should be able to return to work.
4. An employee with a historically high use of short-term sick leave, or an abusive pattern of using sick leave, shall first be counseled by the Department Manager. Upon request, the employee may have a Union Representative present to assist. If such use or pattern continues, the Department Manager shall have the discretion to require such employee to provide a physician's certificate of illness as a condition of eligibility for sick pay. In determining which employees should be counseled, the Department Manager shall treat similarly situated employees alike. A pattern of abuse includes, by way of example but not limitation: taking sick days connected to scheduled leave; taking a disproportionate number of sick days on or about weekends; taking sick days on days when the employee has other employment or self-employment; and regularly taking sick days at particular times of year. Abusive sick time will be addressed with progressive discipline.
5. Employees may use up to fifteen (15) of their accumulated sick leave days per year for illness in their family. For the purposes of this section, an employee's family shall consist of his spouse, children, parents and members of the employee's household.
6. Upon an employee's retirement, death or termination of employment for any reason, the employee or, in the case of death, his spouse, designated beneficiary, next of kin or estate – in that order unless the employee has determined some other order – shall redeem his unused accumulated sick leave days at their then existing per diem value up to a maximum amount of thirteen thousand dollars

(\$13,000). The per diem value of each sick leave day shall be one-fifth (1/5th) of the employee's regular weekly pay.

7. At any time prior to ten (10) days before the effective date of an employee's leaving the City employment, the employee may elect to receive an annuity in lieu of a lump sum payment for unused sick pay allowance by delivering through the employee's department a notice directing the City to use the entire lump-sum payment to purchase a single premium annuity for his benefit from the Insurance Company or Agent designated by the City; provided however that payment of such premium by the City shall constitute full performance and complete discharge of the City's obligation to the employee with respect to the payment of unused sick-pay allowances; and further that said annuity payments shall be made directly to the employee by the Insurance Company or Agent so designated by the City; and further said that said annuity purchase is on behalf of the employee and at his discretion, and so is not subject to the bidding requirements of M.G.L. Chapter 30B.
8. Members who are utilizing sick leave pursuant to this Article will be credited with holiday and/or bereavement pay in the event that either a holiday or bereavement leave occurs during a member's sick leave.

ARTICLE XVII

SENIORITY

Whenever two or more employees in the bargaining unit have otherwise equal rights to some benefit or employment, it is agreed that the more senior employee's rights shall prevail. Seniority shall be based upon an employee's length of continuous employment in bargaining unit positions. Seniority shall continue to accumulate during the period of any paid leave. However, in the case of an employee on unpaid leave, his seniority shall not continue to accumulate but his past seniority shall not be broken or lost.

ARTICLE XVIII

VACANCIES AND PROMOTIONS

1. Whenever the City determines that a vacancy or pending vacancy in a bargaining unit position should be filled, the City has the right to advertise the position, and the vacancy shall be posted in such a manner as to make all members of the bargaining unit aware of it. The posting shall list the job title, qualification requirements, major duties and responsibilities, and the range of salaries of the position. The upper end of the range shall be the "Step 10" ("the maximum") weekly salary step listed on the current COTMA Salary Grid for that position. The lower end of the salary range shall be the "Step 1" ("The new hires") weekly salary. The posting period shall be for at least one week, and the position shall not be filled for at least one week following the posting period so that all members of the bargaining unit have an adequate opportunity to apply for and be considered for any such position.
2. In the case of all bargaining unit positions below the level of Department Manager, all qualified applicants from within the bargaining unit who apply for the position shall be accorded the right to an interview. In selecting among candidates from within the bargaining unit, consideration shall be given to length of service.
3. In the case of all Department Manager positions, the City may advertise the position simultaneously with but not before, the posting. All qualified applicants from within the bargaining unit who apply for the position shall be accorded the right to an interview. The most qualified applicant shall be appointed to fill any such vacancy irrespective of whether or not he is a member of the bargaining unit and irrespective of his seniority.
4. Any new hire who has successfully completed his six month probationary period shall advance to Step 2 on the COTMA Salary Grid effective six months after beginning work in the position, unless that person is already at the "Step 3" in which case there will be no such advancement. Each year on his anniversary of hire the employee shall advance to the next step on the COTMA salary grid in accordance with the language that is set forth in Article XXVII, Sections 3A and 3B of this Agreement.

5. The City shall be permitted to fill a vacancy in a bargaining unit position on an interim basis temporarily while a vacancy is being posted in accordance with this Article. However, whenever a position is being filled on an interim basis, the City must still exert its best efforts to fill the position on a permanent basis. In addition, the individual who fills the position on an interim basis shall be covered by the terms and conditions of employment that are set forth in COTMA's collective bargaining agreement and shall therefore be required to remit the applicable initiation fee and Union dues to COTMA for as long as they remain in the interim position unless that individual does not wish to become a member of COTMA in which event he/she shall be required to remit the applicable agency service fee in accordance with Article V of this Agreement.

ARTICLE XIX

HEALTH AND SAFETY

1. The City shall provide a safe and healthy work environment and safe and healthy working conditions for the employees in the bargaining unit. No employee shall be required to operate or drive a motor vehicle in connection with his employment that is uninsured, unsafe, or defective under the generally accepted standards.
2. At the request of COTMA, the Mayor shall meet with its representatives to discuss and make improvements in the work environment and conditions of the employees in the bargaining unit.

ARTICLE XX

INDEMNIFICATION

The City shall fully indemnify, by insurance or otherwise, all members of the bargaining unit from all personal financial loss and expenses against any claim, action, award, settlement or judgement arising out of or in the course of their employment. However, no such member shall be indemnified under this provision for a violation of the civil rights of any person under any state or federal law if he acted in a grossly negligent, willful or malicious manner.

ARTICLE XXI

EDUCATION INCENTIVE

1. The City shall reimburse the employees covered by this Agreement for the full cost - including registration fees, tuition fees, books and supplies - of any completed educational course that is reasonably related to the employee's job or potential advancement, subject to the advance approval of the Mayor which shall not be unreasonably withheld and subject also to the employee receiving a grade of C or better for the course. Any such reimbursement shall be subject to the availability of funds which shall be determined and made known to the employee at the time of the Mayor's approval.
2. Five hundred (\$500) dollars per year, in addition to his regular salary, shall be paid to those employees who are holders of a Master's Degree. Those employees must be on the active payroll as of July 1 of that fiscal year. The payment will be added to "base" salary and paid on a weekly basis.

ARTICLE XXII

TRAVEL AND/OR AUTOMOBILE ALLOWANCE

Bargaining unit members who are required to use their personal automobiles for City business shall continue to be paid a travel and/or automobile allowance in accordance with the current IRS allowed deduction rate. To receive an automobile allowance a member must be on the active payroll or within thirty (30) days of their last actual work date.

ARTICLE XXIII

GROUP INSURANCE

1. The City shall continue to provide group life insurance in the amount of \$10,000 for the employees at the contribution rate of 75% for the City and 25% for the employees.
2. The City shall provide Blue Cross/Blue Shield health insurance benefits to eligible employees through the Massachusetts Interlocal Insurance Association ("MIIA")

Health Benefits Trust effective October 1, 2004. Said health insurance benefits shall be provided at the following contribution rates by the following providers, under the following plans:

HMO Policy (HMO Blue New England)

Existing employees (as of June 1, 2004 and currently enrolled in a city health plan as of June 1, 2004)	City	77%
	Employee	23%

New hires (hired after June 1, 2004)	City	75%
	Employee	25%

Indemnity Plan (Blue Care Elect PPO)

All employees	City	75%
	Employee	25%

3. In the event that MIIA or the third party administrator acting pursuant to its Health Benefits Trust Agreement with the City of Taunton proposes a change in the level of benefits provided or increases employee co-payments, the City shall immediately notify the Union and the parties shall bargain over the proposed change(s). In the event that the proposed change(s) is implemented, the City shall bargain with the Union over the impact of the change(s).
4. The employees' share of the said health and life insurance premiums shall be paid on a pre-tax basis pursuant to the City's prior adoption of a so-called "Cafeteria Plan" for this purpose. Effective July 1, 1994, the "Cafeteria Plan" may be changed to include those deductions allowed by IRS Code Sections 79, 89, 104, 105, 106, 125, 129, 404, 416, 6039D, 4976, 1.12-1 and 1.125-2 to pay premiums for Group Term Life, Medical Insurance, Disability Insurance, Long Term Care Insurance, Non-reimbursed Medical Expenses, and Dependent Care Expenses on a pre-tax basis. It is understood that the City is facilitating this benefit through payroll operations through a third-party administrator at no cost to the City.
5. A. Effective upon the ratification of this Agreement, the City shall provide dental insurance to the members of COTMA's bargaining unit under the Altus Dental Plan at the contribution rate of seventy-five percent (75%) for the City and twenty-five percent (25%) for the employees. The Schedule

of Benefits that are available to COTMA members under the Altus Dental Plan is attached to the Contract as Appendix F.

- B. In the event that Altus Dental proposes a change in the level of benefits provided or increases employee copayments, the City shall immediately notify the Union and the parties shall bargain over the proposed change(s). In the event that the proposed change(s) is implemented, the City shall bargain with the Union over the impact of the change(s).
- 6. COTMA shall have the right to designate a representative on the City's Chapter 32B Insurance Advisory Committee. However, such representation shall not be construed to constitute a waiver of COTMA's right to engage in collective bargaining over any insurance issues and/or their impact.

ARTICLE XXIV

HOLIDAYS

- 1. All members of the bargaining unit shall be paid for each of the following holidays and for any other holidays that may be declared by the state or federal government:

1/2 Day before New Year's
day

Independence Day

New Year's Day

Labor Day

Martin Luther King Day

Columbus Day

Presidents Day

Veterans Day

1/2 day Good Friday

Thanksgiving Day

Patriots' Day

Day after Thanksgiving

Memorial Day

1/2 day before Christmas

Christmas Day

2. In the event that any of the foregoing holidays fall on a Saturday, the holiday shall be celebrated on the preceding Friday except as noted in Section 3. In the event that any of the foregoing holidays falls on a Sunday, the holiday shall be celebrated on the subsequent Monday except as noted in Section 3.
3. For COTMA members compensated on a scheduled per-hour basis, such as some nurses at the Nursing Home, the holidays listed above will be celebrated on the actual day of the holiday. Such members who are required to work the actual holiday shall receive regular pay plus time-and-one-half for up to eight (8) hours and double-time-and-one-half for all required hours worked over eight (8) hours.
4. Any day City Hall closes that has not been due to a declared State of Emergency by the Mayor, all bargaining unit members who were required to work during any such closure shall receive a compensatory day off for use within ninety (90) days of the City Hall closure.

ARTICLE XXV

VACATIONS

1. A. Vacation leave shall be accumulated on a fiscal year cycle. During an employee's first year of employment, he shall earn .8333 vacation days per month of service. On that employee's one (1) year anniversary date and on each July 1 thereafter, he will be frontloaded the remainder of his fiscal year's vacation to which he is entitled pursuant to the schedule that is set forth in Section 1B below. [For example, a new employee is entitled to receive two (2) weeks (ten (10) days) of vacation per fiscal year in accordance with the vacation schedule that is set forth in Section 1B below. In this example, assume that this new COTMA member was hired on August 1, 2013. He will therefore earn .8333 vacation days per month through July 30, 2014 and, on his anniversary date, he will be frontloaded the remainder of the vacation to which he is entitled for FY 2015.
- B. After an employee has completed one (1) year of service with the City, he shall become entitled to annual vacations in accordance with the following schedule:

1 year to 4 years	2 weeks
5 years to 9 years	3 weeks
10 years to 16 years	4 weeks
17 years to 24 years	5 weeks
25 years and higher	6 weeks

C. During his last year of service, an employee shall continue to be credited with his vacation entitlement in the manner that is set forth in Section 1A of this Article. However, no employee shall be entitled to utilize more vacation than he has actually earned for his last year of service and the City shall require an employee who has done so to repay the City from his accumulated sick leave or wages on a day for day basis. For example, assume that an employee in his last year of service with seventeen (17) years of service and no accumulated vacation leave utilizes his entire five (5) weeks of vacation entitlement during the first five (5) weeks of the fiscal year (July 1 – early August). If that employee separates from employment for any reason (i.e. death, retirement, resignation or termination) on September 1, the City shall require the employee to deduct ten (10) months worth of vacation entitlement (in this example, 2.08333 days per month x 10 months = 20.8333 days) from his accumulated sick leave and/or wages in order to repay the City for the unearned vacation that he utilized. For purposes of this section, if separation from employment occurs on the 15th or later of a given month, an employee shall be credited with a month worked so that, in the above example, an employee who resigns on September 15 would only be required to repay 9 months worth of vacation entitlement.

2. An employee's vacation eligibility shall be based upon the total length of his longevity. Employees shall advance to their next vacation increment on the anniversary date of their employment.
3. Employees who do not use all of their vacation entitlement during a given fiscal year shall have the right to carry over their unused vacation entitlement into the following year. Unused vacation days may be carried over beyond one (1) fiscal year. However, any such vacation time that has been carried over beyond one (1) fiscal year shall not be eligible for redemption pursuant to Section 4 below with the following two (2) exceptions:

- A. All current accrued vacation time that has received approval from the Mayor and/or the Municipal Council as of July 1, 2010 shall be eligible for redemption pursuant to Section 4 below and shall not need future approval to remain as such.
 - B. In addition, all COTMA employees who were on the payroll as of February 10, 2003, shall be eligible to carry over an additional fifteen (15) vacation days above and beyond the limits detailed above in this section with said fifteen (15) vacation days remaining eligible for redemption pursuant to Section 4 below.
 - C. COTMA Members shall be allowed to utilize more than four (4) consecutive weeks of vacation only with the approval of their Supervisor which in the case of a Department head shall be the Mayor.
4. Upon an employee's retirement, death or termination of employment for any reason, the employee or, in the case of his death, his spouse, designated beneficiary, next of kin or estate - in that order unless the employee has determined some other order - shall redeem his unused, accumulated vacation days at their then existing per diem value. The per diem value of each vacation day shall be 1/5th of the employee's regular weekly pay.

ARTICLE XXVI

SALARY GRID STRUCTURE

1. Attached hereto as Appendix B and made a part hereof is the combined Salary Grid that became effective on July 1, 2012. Said Salary Grid incorporates the following across the board increases:

A. Effective July 1, 2012	One percent (1%) (Retroactive to July 1, 2013)
B. Effective July 1, 2013	Two percent (2%)
C. Effective July 1, 2014	Three percent (3%)
2. Effective December 1, 2010, the following changes to the Salary Schedule shall be implemented:

- A. Article XXVI shall be deleted from the Contract and Longevity Pay shall be rolled into the COTMA Salary Schedule which will result in a 10 step Salary Schedule for each COTMA position as follows:

Step 1	New hire
Step 2	6 months of service
Step 3	1 year of service
Step 4	2 years of service
Step 5	5 years of service
Step 6	10 years of service
Step 7	15 years of service
Step 8	20 years of service
Step 9	25 years of service
Step 10	30 years of service

Current employees shall be placed on the Salary Schedule based on their total length of cumulative service with the City and any verified Municipal, County, State or Federal (excluding worked military service) full time previous employment, including Veterans Buy Back accrued under Chapter 71 of the Acts of 1996. This provision shall not apply to any current COTMA employee appointed to a position covered by this agreement after July 1, 2013.

- B. Any new hire who has successfully completed his six (6) month probationary period and was placed at Step 1 of the Salary Schedule at hire shall advance to Step 2 of the Salary Schedule. All other employees shall advance to the next step of the Salary Schedule on their anniversary date of the years of service indicated for each step until the employee reaches Step 10 of the Salary Schedule for his position. Other provisions of this agreement may from time to time change the salary step amounts.

3. TAUNTON NURSING HOME

All parties are in agreement that the Taunton Nursing Home, as a Healthcare Facility, by nature is unique among Municipal services covered by the COTMA agreement, in that its needs require seven (7) day, twenty-four hour staffing and delivery of services as required by Department of Public Health (DPH), and other State and Federal agencies. The City of Taunton will bargain in good faith to develop and maintain the mandated policies, procedures practices and staffing

patterns necessary to remain a licensed Healthcare provider. The City agrees to maintain minimum staffing levels at the Taunton Nursing Home during the period of this Agreement as required at the Taunton Nursing Home by Massachusetts Department of Public Health Regulations.

- A. Salaries listed as applied to COTMA members compensated on a scheduled per-hour basis, such as some nurses at the Nursing Home, are based upon a forty-hour (40) work week. Such scheduled employees who are required to work more than eight (8) hours in any one shift or more than forty (40) hours in any one week Sunday to Saturday shall be paid time-and-one-half for the extra hours worked.
- B. Supervisors and RNs who work evening shifts (3:00 p.m. until 11:00 p.m. or 11:00 p.m. until 7:00 a.m.) shall receive differential of fifty cents (\$0.50) per hour Monday through Sunday. Differentials will be paid for vacations, sick leave, personal days and holidays etc. for those who normally work these shifts.
- C. Taunton Nursing Home RN's and Licensed Social Workers (L.S.W.) will receive a clothing allowance of five hundred twenty five (\$525) dollars payable to employees on the active payroll as of November 1 each year. Disbursement will be the first week in November of that fiscal year.
- D. The assignment of special shifts shall be made by the Administrator or his designee and shall be distributed among the voluntary candidates as evenly as possible. All Administrative RN's (see Appendix A for a list of Administrative RN's) who agree to work special shifts shall be paid for each hour or portion thereof with a minimum guarantee of four hours at the rate of 15% above the current Working Nurse Supervisors' hourly rate of pay. A record shall be maintained and a sign up sheet will be posted monthly with shift vacancies detailed. For all special shifts falling on a recognized COTMA holiday the aforesaid special shifts rate of pay with a minimum guarantee of four hours shall be paid at one and one-half times the aforesaid rate. Current differential rates will be recognized for those working differential shifts. Special shift hours shall not be combined with any other hours worked when considering applicability of overtime or compensation time provisions.

- E. All contractual benefits of members who work at the Taunton Nursing Home and who also have a normal work week that is less than forty (40) hours shall have their benefits prorated in direct proportion to the number of hours in their normal work week. All members of the bargaining unit who worked at the Taunton Nursing Home as of the date of the ratification of this Agreement shall be grandfathered with full benefits regardless of the length of their normal work week.
 - F. The Weekend RN shall receive On Call Pay of \$125.00 from Friday 11:00 p.m. to Monday 7:00 a.m. RN weekend day coverage shall continue. One RN per weekend shall be designated to serve as the Weekend RN. The DNS shall not qualify for On Call Pay. Nurses will not be eligible for Flex Time for the first thirty (30) minutes following the end of their shift (giving report period).
- 4. During any re-opener negotiations on this Agreement, the City shall negotiate with COTMA to continue toward appropriate placement of each position in the bargaining unit on the salary grid, to the extent possible being both internally consistent and externally competitive. Upgrades shall be based on job performance, additional duties, extended work hours due to meetings or work loads, evaluations and tenure in the position.
 - 5. Any and all forms of additional compensation that are paid to employees who are covered by this Agreement shall be set forth in Appendix D so that all such payments shall be considered "regular compensation" that is includable in the base upon which the employees who receive them have their retirement allowances calculated by the Taunton Retirement Board.
 - 6. All COTMA members shall be paid on Friday through direct deposit as of January 1, 2011.

ARTICLE XXVII

WORKING OUT OF GRADE

In the event that an Assistant Department Manager (or other applicable member) is directed by the Mayor in writing to perform the duties of his/her Department Manager, said Assistant Department Manager (or other applicable member) shall be paid at the applicable Department Manager's rate of pay. This provision applies to all

City Departments, regardless of the exact titles of the positions involved, but shall only apply in the following circumstances:

1. In the event that a Department Manager's position is unfilled;
2. In the event that a Department Manager is out on either paid or unpaid administrative leave; or
3. In the event that a Department Manager has been absent on any type of leave for four (4) consecutive work weeks.

ARTICLE XXVIII

MAINTENANCE OF BENEFITS

1. Unless specifically modified or waived in this Agreement, all terms, conditions, benefits and practices of employment of general application that are enjoyed by most or all of the employees in the bargaining unit prior to the effective date of this Agreement shall remain in full force and effect during its term.
2. In case of any members of the bargaining unit who are employed in Civil Service positions, the provisions of Chapter 31 of the General Laws and all rules and regulations issued thereunder shall continue to be applicable to such employees. All vacancies in such positions shall be filled in accordance with the provisions of Chapter 31 and such rules and regulations.

ARTICLE XXIX

RIGHTS OF MANAGEMENT

1. Except to the extent that there is contained in this Agreement an express and specific provision to the contrary, all of the usual and customary authority, power, rights, jurisdiction and responsibility of the City are retained by and reserved exclusively to the City.
2. The Mayor retains the right to declare an emergency and, in cases thereof, to direct all municipal employees to take appropriate action to relieve said emergency condition or conditions. In the absence of the Mayor, the President of

the Municipal Council shall have the authority to declare emergencies and to take appropriate action to relieve said emergency condition or conditions.

ARTICLE XXX

SEVERABILITY

Each clause in this Agreement is totally severable from every other clause hereof and if any such clause should be declared by any court or agency of competent jurisdiction to be invalid or unenforceable, the validity of all other clauses of this Agreement shall be unaffected thereby and shall remain in full force and effect.

ARTICLE XXXI

IMPLEMENTATION OF PROVISIONS

1. The Mayor of the City shall promptly submit to the Municipal Council and, where applicable, to the General Court, appropriate requests for the appropriations, ordinances and/or legislation that may be necessary to implement the terms of this Agreement.
2. Wherever necessary to implement its provisions, the City's ordinances shall be amended to conform to the terms hereof.

ARTICLE XXXII

DURATION

This Collective Bargaining Agreement shall be effective as of July 1, 2012 and shall remain in full force and effect through June 30, 2015 subject to the right of COTMA and the City's mutually agreeing to re-open the contract on any or all issues for the fiscal years beginning July 1, 2012 and ending on June 30, 2015. In the event that the terms of any re-opener or successor Agreement have not been agreed upon by the anniversary date or the expiration date of this Agreement, it is agreed that the terms and provisions of this Agreement shall remain in full force and effect until such time as the terms of the re-opener or successor Agreement have been fully agreed upon, ratified, and implemented.

ARTICLE XXXIII**SUCCESSOR CLAUSE**

This Agreement shall be binding upon the successors and assigns of the parties hereto and no provisions, terms or obligations herein contained shall be affected modified, altered or changed in any respect whatsoever by the take-over assumption or contracting out of any plant, operation, function or part thereof of Taunton Nursing Home. It is agreed that a successor or employer shall continue the employment of present employees who seek such employment.

ARTICLE XXXIV**EVALUATION PROCESS AND PROCEDURES****1. SCOPE AND PURPOSE**

- A. The general purpose of evaluation is to insure that the City has a system to enhance the professionalism and performance of COTMA Members.
- B. The specific purpose of evaluation is to provide information for the continuous improvement of performance through an exchange of information between the person being evaluated and the Evaluator.
- C. In view of these purposes, the parties agree that the Evaluation of COTMA Members shall not be utilized as the exclusive basis for the discipline of COTMA Members. Either the City or COTMA may introduce an Annual Evaluation as evidence in an independent disciplinary proceeding involving a COTMA Member. Nothing in this Article shall be construed to alter any other Article of this Contract, including, but not limited to, Article VIII (Just Cause) or Article XXX (Rights of Management).

2. GENERAL PROVISIONS

- A. Supervisory conferences and any meetings concerning the Evaluation process shall be scheduled during normal work hours at such times as the Member is reasonably available and scheduled to work. In the event that

a conference or meeting needs to be rescheduled, it shall be rescheduled within fourteen (14) days of the date of the originally scheduled conference or meeting.

- B. Subject to Section 1C of this Article, the Evaluation process and procedures shall remain confidential at all times. Nothing in this Article is intended to prevent an Appointing Authority of a COTMA Member from having access to that Member's Evaluation Documents.
- C. Prior to the implementation of this Agreement, the City shall insure that Evaluators have training in supervision and evaluation in general and specifically including the procedures established in this Agreement. Moreover, all Evaluators shall have a full understanding of the duties and responsibilities of the COTMA Members for whom they are responsible to evaluate.
- D. Should there be a disagreement between the COTMA Member and the Evaluator regarding a performance rating, the COTMA Member may meet with the Evaluator's supervisor to discuss the disagreement. Should the COTMA Member request such a meeting, the Evaluator's supervisor shall meet with the COTMA Member. The Evaluator may also attend any such meeting upon mutual agreement of the COTMA Member and the Evaluator's Supervisor. In the event that the Evaluator is the Mayor, the Member shall have the right to meet with the Mayor to review the Member's Evaluation at the Member's request.
- E. The parties agree to establish a Joint Labor-Management Evaluation Committee consisting of two (2) representatives of the City and two (2) representatives of COTMA which shall review the evaluation processes and procedures annually and recommend adjustments to the parties. Any changes to this Agreement are subject to ratification by both COTMA and the City.
- F. Violations of this article are subject to the Grievance and Arbitration procedures of the Contract (Article IX).
- G. The parties agree that Supervisors of COTMA Members shall endeavor at all times to notify a COTMA Member, either orally or in writing, whenever a Supervisor feels that a COTMA Member's performance is not

meeting professional standards or expectations. The purpose of this provision is to provide COTMA Members with as much advanced notice as possible of concerns that a Supervisor may have regarding his/her job performance and the opportunity to resolve such concerns.

- H. At any time during the evaluation cycle, a COTMA Member may request representation from COTMA including attendance during any Evaluation Conferences or meetings. In the event that a representative of COTMA attends a conference or meeting, his/her participation shall be limited to serving as a witness or rendering advice to the Member during any agreed upon caucus.

3. EVALUATION RESPONSIBILITIES

Each COTMA Member's Evaluator shall be listed in Appendix A of the Contract (List of Covered Positions) as per the attached document.

4. EVALUATION PROCESS AND TIMELINES

- A. All COTMA Members shall be evaluated annually on an Evaluation cycle that commences on July 1 and ends on June 30.
- B. Mid-Year Review. Between January 1 and January 30, the Evaluator and the COTMA Member may, at the option of Evaluator, meet for a Mid-Year Review if the Evaluator has concerns about the attainment of the goals to date by the COTMA Member or any other concerns about the COTMA Member's performance. The COTMA Member may also request a Mid-Year Review if he/she has concerns to discuss with the Evaluator.
 - 1. The Evaluator and/or COTMA Member shall identify specific areas of concern, state the reasons for his/her concern and outline recommendations to address those concerns which shall be set forth in writing. In the event that a COTMA Member disagrees with any of the concerns or recommendations of his/her Evaluator, the Member shall have the right to respond in writing.
- C. Annual Evaluation. The Evaluation cycle concludes on June 30. By August 31, the Evaluator shall complete and hand deliver the Annual Evaluation to the COTMA Member.

1. The Annual Evaluation Form will indicate the COTMA Member's progress in achieving the designated goals. Each goal will be addressed individually by the Evaluator and specific comments, commendations, concerns and/or recommendations for improvement shall also be included.
2. The COTMA Member may respond in writing to the Annual Evaluation by September 30. This response shall then be attached to the Annual Evaluation.
3. Any performance rating on an Annual Evaluation that is below the rating of Meets Expectations shall be delineated by the Evaluator in writing in order to permit the Member to address said concern.
4. If a COTMA Member receives a performance rating of Improvement Needed or Unacceptable, the Evaluator and COTMA Member shall target the area(s) in need of improvement during the next year's Evaluation Cycle and document the steps that the COTMA Member shall take in order to improve his/her performance.
5. Copies of the Annual Evaluation, related forms and the COTMA Member's written response shall be placed in the COTMA Member's personnel file.

CITY OF TAUNTON**ANNUAL MANAGEMENT EMPLOYEE PERFORMANCE APPRAISAL FORM**

EMPLOYEE'S NAME:

JOB TITLE:

DEPARTMENT:

SUPERVISOR:

DATE OF HIRE:

REVIEW DATE:

SECTION I: CORE VALUES AND OBJECTIVES**1. Reliability and Attendance:**

Is consistently reliable and demonstrates a productive work ethic which encourages trust. Work can be delegated with confidence. Reports for work regularly with a minimum number of absences and tardiness. Gives notice when absence or tardiness is unavoidable. Receives authorization when time off is needed. Submits justification for absences as required and/or requested.

- ☐ EXCEEDS EXPECTATIONS
☐ MEETS EXPECTATIONS
☐ IMPROVEMENT NEEDED
☐ UNACCEPTABLE
☐ NOT APPLICABLE

2. Quality and Accountability:

Follows through on assignments to ensure quality work. Manages own time and uses appropriate methods and techniques to achieve timely results. Balances multiple priorities and is focused on desired outcome(s). Makes responsible use of City resources (time and money). Follows City policies. Accepts and understands constructive criticism. Takes appropriate action to correct and improve performance.

- ☐ EXCEEDS EXPECTATIONS
☐ MEETS EXPECTATIONS
☐ IMPROVEMENT NEEDED
☐ UNACCEPTABLE
☐ NOT APPLICABLE

3. Service to Residents/Service Quality:

Responds effectively and in a timely manner to customers' needs accurately & courteously. Is professional when responding to requests. When making referrals, ensures that customers are placed in direct contact with appropriate staff. Facilitates citizens' communication of problems/concerns. Understands and promotes good customer service practices. Uses tact to adjust to personalities and circumstances. Perceived as helpful and understanding by the public. Regarded as responsive to needs, problems and concerns of customers.

- ☐ EXCEEDS EXPECTATIONS
☐ MEETS EXPECTATIONS
☐ IMPROVEMENT NEEDED
☐ UNACCEPTABLE
☐ NOT APPLICABLE

4. Teamwork and Collaboration:

Makes and sustains effective and productive relationships with other members of the workplace and the public. Is respectful of differing viewpoints. Meets commitments to co-workers and employees in other departments. Treats co-workers with respect and professionalism at all times. Knows when to work collaboratively and knows when to work independently.

- ☐ EXCEEDS EXPECTATIONS
☐ MEETS EXPECTATIONS
☐ IMPROVEMENT NEEDED
☐ UNACCEPTABLE
☐ NOT APPLICABLE

OCTOBER 21, 2014

5. Adaptability, Initiative and Problem-Solving

Adapts to organizational changes (e.g., technology, resources, and personnel). Takes initiative in identifying problems and takes appropriate steps to resolve them. Advises supervisor and appropriate staff in a timely fashion about impending problems or issues. Creates solutions to problems by identifying issues, working collaboratively and implementing solutions.

- ☐ EXCEEDS EXPECTATIONS
- ☐ MEETS EXPECTATIONS
- ☐ IMPROVEMENT NEEDED
- ☐ UNACCEPTABLE
- ☐ NOT APPLICABLE

Generally, the following categories are for supervisory and department head positions only, however categories may be used for employees when relevant.

1 PROBLEM SOLVING, INNOVATION & DECISION MAKING

Anticipates problems before they arise and plans for ways to resolve them. Sets priorities. Makes assignments that utilize people's skills, coordinates their effort, and follows through. Identifies challenges, analyzes information, generates options and recommends solutions. Demonstrates good judgment and makes sound decisions under difficult/pressure circumstances. Follows through on the implementation of decisions and plans for solution.

- ☐ EXCEEDS EXPECTATIONS
- ☐ MEETS EXPECTATIONS
- ☐ IMPROVEMENT NEEDED
- ☐ UNACCEPTABLE
- ☐ NOT APPLICABLE

2. Budget/Financial Management

Ensures that funds are spent wisely with adequate control and accounting. Insures that City property and resources is managed and maintained appropriately. Takes a creative approach to potential savings and revenue sources (i.e. grants/procurement). Effectively communicates long-range budgeting and capital planning needs of the Department. Is alert to ideas and information from similar communities and other sources.

- ☐ EXCEEDS EXPECTATIONS
- ☐ MEETS EXPECTATIONS
- ☐ IMPROVEMENT NEEDED
- ☐ UNACCEPTABLE
- ☐ NOT APPLICABLE

3. COMMUNICATION/COMMUNITY RELATIONS

Presents ideas, plans and instructions in a clear, concise and persuasive manner. Is open to and directly solicits reaction and ideas of others. Handles controversial/conflict issues calmly and constructively; understands how to reconcile differences. Communicates clearly; presents information and ideas in an organized and thoughtful manner. Keeps Mayor and CFO informed on issues, needs, and operations, if appropriate. Ensures staff follows good customer service practices.

- ☐ EXCEEDS EXPECTATIONS
- ☐ MEETS EXPECTATIONS
- ☐ IMPROVEMENT NEEDED
- ☐ UNACCEPTABLE
- ☐ NOT APPLICABLE

4. PERFORMANCE MANAGEMENT AND LEADERSHIP

Sets clear expectations and communicates regularly with employees on performance issues. Communicates City goals and enforces policies with staff. Follows through on staff improvement action plans to enhance overall employee performance. Provides appropriate coaching and feedback enabling staff to perform at "Meets Expectations". Establishes a clear sense of direction, sets specific objectives, and mobilizes the people/resources to meet those objectives. Effectively delegates responsibility and authority to employees. Develops staff as individuals and team players

- ☐ EXCEEDS EXPECTATIONS
- ☐ MEETS EXPECTATIONS
- ☐ IMPROVEMENT NEEDED
- ☐ UNACCEPTABLE
- ☐ NOT APPLICABLE

SECTION II: POSITION-SPECIFIC PERFORMANCE CRITERIA

PERFORMANCE CRITERIA ARE TO BE FILLED IN BASED ON ANY PRIMARY TASKS OUTLINED IN THE EMPLOYEE'S JOB DESCRIPTION THAT HAVE NOT BEEN ADDRESSED IN SECTION I.

1.	
	<input type="checkbox"/> EXCEEDS EXPECTATIONS <input type="checkbox"/> MEETS EXPECTATIONS <input type="checkbox"/> IMPROVEMENT NEEDED <input type="checkbox"/> UNACCEPTABLE
2.	
	<input type="checkbox"/> EXCEEDS EXPECTATIONS <input type="checkbox"/> MEETS EXPECTATIONS <input type="checkbox"/> IMPROVEMENT NEEDED <input type="checkbox"/> UNACCEPTABLE

SECTION III: REVIEW OF GOALS SET DURING PREVIOUS REVIEW PERIOD

	Status of Goal	Explanation of Status
Review Goal #1:	<input type="checkbox"/> Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Tabled	
Review Goal #2:	<input type="checkbox"/> Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Tabled	

SECTION IV: OVERALL EVALUATION

Overall Comments, Commendations, and Recommendations	Overall Rating
Comments:	<input type="checkbox"/> EXCEEDS EXPECTATIONS <input type="checkbox"/> MEETS EXPECTATIONS <input type="checkbox"/> IMPROVEMENT NEEDED <input type="checkbox"/> UNACCEPTABLE

SECTION V: COMING YEAR'S GOALS

Goals	Action Steps	Time Required	Resources Needed	How does this goal support the Dept.'s/Mayor's goals?
Goal #1:				
Goal #2:				

SECTION VI: EMPLOYEE COMMENTS (OPTIONAL)

--

SECTION VII: SUPERVISORS COMMENTS (OPTIONAL)

INSTRUCTIONS: ELABORATE ON CRITERIA IN SECTIONS 1 THROUGH 4

SECTION VII: SIGNATURES

The signature of the employee signifies the employee has had a review meeting with his/her supervisor and has read and received a copy of his/her appraisal.

EMPLOYEE SIGNATURE:	DATE:
1 ST REVIEWER SIGNATURE (Direct Supervisor):	DATE:
2 ND REVIEWER SIGNATURE: (IF APPLICABLE)	DATE:

RATINGS KEY

Exceeds Expectations

The performance of an employee at this level consistently exceeds the job standards and performance expectations. The results consistently achieved are those the City would expect of employees in this position level.

Meets Expectations

The performance of an employee at this level consistently meets the job standards and performance expectations. The results consistently achieved are those the City would expect of employees in this position level.

Improvement Needed


Performance does not consistently meet the essential job standards and performance expectations of the position, or is marginally acceptable. Development, coaching, or training is needed to reach full effectiveness.

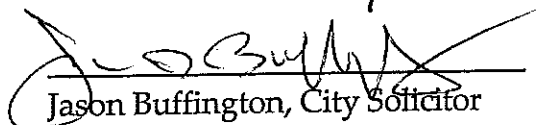
Unacceptable

Performance demonstrates an inability or unwillingness to meet job standards and performance expectations of the position. Immediate and sustained improvement is required.

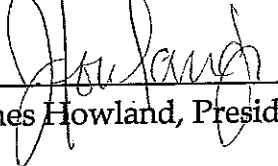
IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed by their duly authorized officers and representatives as of the 20th day of ~~February~~, 2014.
March

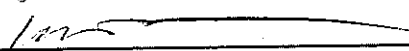
CITY OF TAUNTON



Thomas Hoye, Mayor

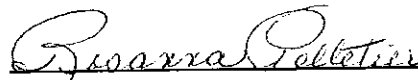

Jason Buffington, City Solicitor

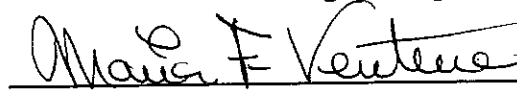
CITY OF TAUNTON MANAGEMENT
ASSOCIATION


James Howland, President


Kevin Scanlon, Negotiating Committee Chair


Joseph Azevedo, Negotiating Committee


Rosanna Pellettier, Negotiating Committee


Maria Ventura, Negotiating Committee

APPENDIX A – LIST OF COVERED POSITIONS

<u>DEPARTMENT and JOB TITLE</u>	<u>HOURS</u>	<u>FLSA</u>	<u>Evaluator</u>
<u>ANIMAL CONTROL</u>			
Animal Control Officer	32.5	No	Mayor
Assistant Animal Control Officer/Shelter Manager	32.5	No	Animal Control Officer
<u>ASSESSORS</u>			
Chairman, Board of Assessors	32.5	No	Mayor
Assessor Member 2	32.5	No	Mayor
Assistant Assessor	32.5	No	Chairman
Office Manager	32.5	No	Chairman
Assessor Member 3	32.5	No	Mayor
<u>AUDITOR</u>			
City Auditor	32.5	No	Mayor
Assistant City Auditor	32.5	No	City Auditor
Office Manager	32.5	No	City Auditor
<u>BOARD OF HEALTH</u>			
Executive Director/Sanitary Inspector	32.5	No	Mayor
Assistant Executive Director/Sanitary Inspector	32.5	No	Executive Director
Landfill/Environmental Compliance Officer	32.5	No	Executive Director
Parochial School/Public Health Nurse	32.5	No	Executive Director
Food/Sanitary Inspector	32.5	Yes	Executive Director
Code Enforcement Inspector	32.5	Yes	Executive Director
Assistant Inspectors	32.5	Yes	Executive Director
<u>CITY CLERK</u>			
City Clerk	32.5	No	Mayor
Assistant City Clerk	32.5	No	City Clerk

APPENDIX A – LIST OF COVERED POSITIONS

<u>DEPARTMENT and JOB TITLE</u>	<u>HOURS</u>	<u>FLSA</u>	<u>Evaluator</u>
<u>DPW-COMMISSIONER'S OFFICE</u>			
Commissioner	32.5	No	Mayor
Assistant Commissioner	32.5	No	DPW Commissioner
Division's Supervisor	32.5	No	DPW Commissioner
Street Division Project Manager	32.5	No	DPW Commissioner
Fiscal Agent/Administrative Assistant	32.5	No	DPW Commissioner
Office Manager	32.5	No	DPW Commissioner
<u>DPW-PUBLIC BUILDING DIVISION</u>			
Superintendent of Buildings	32.5	No	Mayor
Assistant Supervisor of Public Buildings/Facilities Manager	32.5	No	Superintendent of Buildings
Building Commissioner/Chief of Inspections	32.5	No	Mayor
Plumbing & Gas Inspector/Mech. Inspector	32.5	Yes	Building Commissioner
Building Inspector/Zoning Enforcement Officer	32.5	Yes	Building Commissioner
HVAC Systems Manager	40	Yes	Superintendent of Buildings
Office Manager	32.5	No	Superintendent of Buildings
Assistant Building Supervisor	32.5	No	Superintendent of Buildings
<u>DPW-ENGINEERING DIVISION</u>			
City Engineer	32.5	No	DPW Commissioner
Assistant City Engineer/Sewer	32.5	No	City Engineer
Assistant City Engineer	32.5	No	City Engineer
Information Systems Specialist	40	Yes	City Engineer
<u>DPW-SEWER DIVISION</u>			
Office Manager	32.5	No	DPW Commissioner
<u>DPW-STREET DIVISION</u>			
Supervisor	32.5	No	DPW Commissioner
Assistant Supervisor	32.5	No	Street Division Supervisor
Office Manager	32.5	No	Street Division Supervisor
<u>DPW – VEHICULAR MAINTENANCE DIVISION</u>			
Supervisor	32.5	No	DPW Commissioner

APPENDIX A – LIST OF COVERED POSITIONS

<u>DEPARTMENT and JOB TITLE</u>	<u>HOURS</u>	<u>FLSA</u>	<u>Evaluator</u>
<u>DPW-WATER DIVISION</u>			
Supervisor	32.5	No	DPW Commissioner
Assistant Supervisor	32.5	No	Water Division Supervisor
Sanitary Engineer	32.5	No	Water Division Supervisor
Chief Operator, Water Treatment Plant	32.5	No	Water Division Supervisor
Office Manager	32.5	No	Water Division Supervisor
Water Distribution Supervisor	32.5	No	Water Division Supervisor
<u>DPW-WEIGHTS AND MEASURES DIVISION</u>			
Sealer of Weights and Measures	32.5	Yes	DPW Commissioner
Assistant Sealer of Weights and Measures	32.5	Yes	Sealer of Weights and Measures
<u>EMERGENCY MANAGEMENT</u>			
Director	32.5	No	Mayor
Assistant Director	32.5	Yes	Emergency Management Director
<u>EXECUTIVE OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT</u>			
Assistant Executive Director	32.5	No	Executive Director
Assistant Director	32.5	No	Executive Director
Deputy Director	32.5	No	Executive Director
Program Manager	32.5	Yes	Executive Director
Fiscal Agent/Administrative Assistant	32.5	No	Executive Director
Rehabilitation Specialist	32.5	Yes	Executive Director
Grants Coordinator	32.5	Yes	Executive Director
Administrative Assistant	32.5	Yes	Executive Director
Associate Director	32.5	No	Executive Director
Administrative Assistant	32.5	No	Executive Director
<u>FIRE DEPARTMENT</u>			
Administrative Assistant	32.5	Yes	Fire Chief
<u>HUMAN RESOURCES</u>			
Office Manager	32.5	Yes	Human Resources Director

APPENDIX A – LIST OF COVERED POSITIONS

<u>DEPARTMENT and JOB TITLE</u>	<u>HOURS</u>	<u>FLSA</u>	<u>Evaluator</u>
<u>HUMAN SERVICES</u>			
Director	32.5	No	Mayor
Assistant Director	32.5	No	Director
Community Relations Councilor	32.5	No	Director
Senior Drop-In Center Coordinator	32.5	No	Director
Elder Out-Reach Director	32.5	No	Director
Elder Out-Reach Supervisor	32.5	No	Director
Elder Out-Reach Supervisor	32.5	No	Director
Intergenerational Education Coordinator	32.5	No	Director
Drug Community Coordinator	32.5	No	Director
Taunton Cares Coordinator	32.5	No	Director
SNI Neighborhood Advisor	32.5	Yes	Director
<u>INDUSTRIAL DEVELOPMENT COMMISSION</u>			
Director	32.5	No	Mayor
<u>INFORMATION TECHNOLOGY</u>			
Director of Technology	32.5	No	Mayor
<u>LAW</u>			
Risk Manager/Lead Litigation Paralegal	32.5	No	City Solicitor
Legal Assistant	32.5	Yes	City Solicitor
Litigation Paralegal	32.5	Yes	City Solicitor
<u>LIBRARY</u>			
Librarian/Director	32.5	No	Mayor
Assistant Library Director	32.5	No	Director
<u>MUNICIPAL COUNCIL</u>			
Clerk of Committees	32.5	Yes	Municipal Council
Assistant Clerk of Committees	32.5	Yes	Clerk of Committees

APPENDIX A – LIST OF COVERED POSITIONS

<u>DEPARTMENT and JOB TITLE</u>	<u>HOURS</u>	<u>FLSA</u>	<u>Evaluator</u>
<u>NURSING HOME</u>			
Administrator	40	No	Mayor
Director of Nursing (Administrative RN)	40	No	Administrator
R.N. Supervisor/Director of Staff Development (Administrative RN)	40	No	Administrator+DON
R.N. Supervisors (4) (Administrative RN)	32	No	Administrator+DON
R.N. MDS Coordinator (Administrative RN)	40	No	Administrator+DON
Admissions Coordinator (Administrative RN)	40	No	Administrator+DON
Director, Social Services	40	No	Administrator+DON
Working Nurse Supervisors	24 – 32	No	Administrator+DON
Assistant, Social Worker	40	No	Administrator+DON
Office Manager	40	No	Administrator
Dietician	40	No	Administrator+DON
<u>PARKS, CEMETERIES AND PUBLIC GROUNDS</u>			
Director	32.5	No	Mayor
Recreation Supervisor	32.5	No	Director
<u>PLANNING AND CONSERVATION</u>			
Director	32.5	No	Mayor
Conservation Agent	32.5	No	Director
Office Manager	32.5	No	Director
<u>REGISTRAR OF VOTERS</u>			
Office Manager/Assistant to Board of Registrar of Voters	32.5	No	Mayor
<u>TREASURER/COLLECTOR</u>			
Treasurer/Collector	32.5	No	Mayor
Assistant Treasurer/Collector	32.5	No	Treasurer/Collector
Assistant Treasurer	32.5	No	Treasurer/Collector
<u>VETERANS SERVICE</u>			
Director/Agent	32.5	No	Mayor
Assistant Agent	32.5	No	Director
Investigator #1	32.5	No	Director
Investigator #2	32.5	No	Director
Office Manager	32.5	No	Director

1% (Retroactive to July 1, 2013)

APPENDIX B - COTMA SALARY GRID

July 1, 2012 - June 30, 2013

TITLE	Step 1 New Hire	Step 2 6 Months	Step 3 1 Year	Step 4 2 Years	Step 5 5 Years	Step 6 10 Years	Step 7 15 Years	Step 8 20 Years	Step 9 25 Years	Step 10 30 Years
Administrative Asst.-Fire	\$912.59	\$930.20	\$948.15	\$966.46	\$ 28.45	\$ 34.77	\$ 41.09	\$ 47.41	\$ 53.74	\$ 60.06
Administrator-TNH	\$1,724.18	\$1,758.02	\$1,792.53	\$1,827.72	\$996.94	\$1,003.71	\$1,010.48	\$1,017.26	\$1,024.03	\$1,030.81
Animal Control Officer	\$948.15	\$966.46	\$985.13	\$1,004.18	\$1,034.66	\$1,041.43	\$1,048.21	\$1,054.99	\$1,061.75	\$1,068.53
Assessor, Member 2	\$1,170.96	\$1,193.75	\$1,216.96	\$1,240.65	\$1,271.14	\$1,277.90	\$1,284.68	\$1,291.46	\$1,298.22	\$1,305.00
Assessor, Member 3	\$1,105.31	\$1,126.78	\$1,148.66	\$1,170.96	\$1,201.45	\$1,208.22	\$1,214.99	\$1,221.77	\$1,228.54	\$1,235.31
Asst. Agent - Veteran's	\$912.59	\$930.20	\$948.15	\$966.46	\$996.94	\$1,003.71	\$1,010.48	\$1,017.26	\$1,024.03	\$1,030.81
Asst. Animal Control/Shelter Manager	\$648.73	\$661.05	\$673.62	\$686.44	\$716.92	\$723.69	\$730.46	\$737.23	\$744.01	\$750.78
Asst. Assessor	\$829.63	\$845.57	\$861.83	\$878.42	\$908.90	\$915.68	\$922.44	\$929.22	\$936.00	\$942.76
Asst. Auditor	\$985.13	\$1,004.18	\$1,023.62	\$1,043.45	\$1,073.93	\$1,080.70	\$1,087.48	\$1,094.24	\$1,101.02	\$1,107.80
Asst. Board of Reg. of Voters	\$912.59	\$930.20	\$948.15	\$966.46	\$996.94	\$1,003.71	\$1,010.48	\$1,017.26	\$1,024.03	\$1,030.81
Asst. Building Supervisor	\$783.67	\$798.69	\$814.01	\$829.63	\$860.12	\$866.89	\$873.66	\$880.44	\$887.21	\$893.98
Asst. City Clerk	\$966.46	\$985.13	\$1,004.18	\$1,023.62	\$1,054.11	\$1,060.88	\$1,067.65	\$1,074.43	\$1,081.21	\$1,087.97
Asst. City Engineer	\$1,170.96	\$1,193.75	\$1,216.96	\$1,240.65	\$1,271.14	\$1,277.90	\$1,284.68	\$1,291.46	\$1,298.22	\$1,305.00
Asst. City Engineer/Sewer	\$1,170.96	\$1,193.75	\$1,216.96	\$1,240.65	\$1,271.14	\$1,277.90	\$1,284.68	\$1,291.46	\$1,298.22	\$1,305.00
Asst. Clerk of Committees	\$878.42	\$895.33	\$912.59	\$930.20	\$960.68	\$967.46	\$974.23	\$981.00	\$987.77	\$994.55
Asst. Director - Human Services	\$1,004.18	\$1,023.62	\$1,043.45	\$1,063.66	\$1,094.14	\$1,100.92	\$1,107.70	\$1,114.46	\$1,121.24	\$1,128.01
Asst. Director-Library	\$861.83	\$878.42	\$895.33	\$912.59	\$943.07	\$949.84	\$956.61	\$963.39	\$970.16	\$976.93
Asst. Director-TEMA	\$912.59	\$930.20	\$948.15	\$966.46	\$996.94	\$1,003.71	\$1,010.48	\$1,017.26	\$1,024.03	\$1,030.81
Asst. DPW Commissioner	\$1,448.04	\$1,476.35	\$1,505.21	\$1,534.67	\$1,565.16	\$1,571.93	\$1,578.70	\$1,585.48	\$1,592.25	\$1,599.02
Asst. Executive Director-BOH	\$1,013.49	\$1,033.12	\$1,053.13	\$1,073.54	\$1,103.72	\$1,110.43	\$1,117.14	\$1,123.84	\$1,130.55	\$1,137.25
Asst. Sealer of Weights/Measures	\$798.69	\$814.01	\$829.63	\$845.57	\$876.05	\$882.82	\$889.60	\$896.38	\$903.14	\$909.92
Asst. Social Worker	\$878.42	\$895.33	\$912.59	\$930.20	\$960.68	\$967.46	\$974.23	\$981.00	\$987.77	\$994.55
Asst. Super. Public Bldg/Facilities	\$1,314.62	\$1,340.25	\$1,366.39	\$1,393.07	\$1,423.55	\$1,430.32	\$1,437.10	\$1,443.87	\$1,450.64	\$1,457.42
Asst. Supervisor	\$1,170.96	\$1,193.75	\$1,216.96	\$1,240.65	\$1,271.14	\$1,277.90	\$1,284.68	\$1,291.46	\$1,298.22	\$1,305.00
Asst. Supervisor - DPW Water	\$1,170.96	\$1,193.75	\$1,216.96	\$1,240.65	\$1,271.14	\$1,277.90	\$1,284.68	\$1,291.46	\$1,298.22	\$1,305.00
Asst. Treasurer	\$1,023.62	\$1,043.45	\$1,063.66	\$1,084.28	\$1,114.76	\$1,121.53	\$1,128.31	\$1,135.08	\$1,141.86	\$1,148.62
Asst. Treasurer/Collector	\$1,240.65	\$1,264.82	\$1,289.47	\$1,314.62	\$1,345.09	\$1,351.86	\$1,358.64	\$1,365.41	\$1,372.19	\$1,378.95
Auditor	\$1,448.04	\$1,476.35	\$1,505.21	\$1,534.67	\$1,565.16	\$1,571.93	\$1,578.70	\$1,585.48	\$1,592.25	\$1,599.02
Automation Mgr.	\$1,094.37	\$1,115.62	\$1,137.29	\$1,159.37	\$1,189.55	\$1,196.26	\$1,202.96	\$1,209.67	\$1,216.38	\$1,223.08
Bldg Commissioner/Chief Insp.	\$1,505.21	\$1,534.67	\$1,564.72	\$1,595.36	\$1,625.83	\$1,632.60	\$1,639.38	\$1,646.15	\$1,652.93	\$1,659.70
Brownfield Coordinator	\$1,314.62	\$1,340.25	\$1,366.39	\$1,393.07	\$1,423.55	\$1,430.32	\$1,437.10	\$1,443.87	\$1,450.64	\$1,457.42
Building Inspector/Zoning Enforcement	\$1,240.65	\$1,264.82	\$1,289.47	\$1,314.62	\$1,345.09	\$1,351.86	\$1,358.64	\$1,365.41	\$1,372.19	\$1,378.95
Chairman-Assessor's	\$1,240.65	\$1,264.82	\$1,289.47	\$1,314.62	\$1,345.09	\$1,351.86	\$1,358.64	\$1,365.41	\$1,372.19	\$1,378.95
Chief Operator	\$1,148.66	\$1,170.96	\$1,193.75	\$1,216.96	\$1,247.44	\$1,254.22	\$1,260.99	\$1,267.76	\$1,274.54	\$1,281.31
City Clerk	\$1,340.25	\$1,366.39	\$1,393.07	\$1,420.28	\$1,450.76	\$1,457.54	\$1,464.31	\$1,471.09	\$1,477.85	\$1,484.63
City Engineer	\$1,505.21	\$1,534.67	\$1,564.72	\$1,595.36	\$1,625.83	\$1,632.60	\$1,639.38	\$1,646.15	\$1,652.93	\$1,659.70
Clerk of Committees	\$985.13	\$1,004.18	\$1,023.62	\$1,043.45	\$1,073.93	\$1,080.70	\$1,087.48	\$1,094.24	\$1,101.02	\$1,107.80

1% (Retroactive to July 1, 2013)

APPENDIX B - COTMA SALARY GRID

July 1, 2012 - June 30, 2013

TITLE	Step 1 New Hire	Step 2 6 Months	Step 3 1 Year	Step 4 2 Years	Step 5 5 Years	Step 6 10 Years	Step 7 15 Years	Step 8 20 Years	Step 9 25 Years	Step 10 30 Years
Code Enforcement Inspector	\$798.69	\$814.01	\$829.63	\$845.57	\$876.05	\$882.82	\$889.60	\$896.38	\$903.14	\$909.92
Commissioner-PC&PG	\$1,564.72	\$1,595.36	\$1,626.62	\$1,658.50	\$1,688.98	\$1,695.75	\$1,702.53	\$1,709.30	\$1,716.07	\$1,722.85
Community Development Dir.	\$1,289.47	\$1,314.62	\$1,340.25	\$1,366.39	\$1,396.87	\$1,403.65	\$1,410.41	\$1,417.19	\$1,423.97	\$1,430.74
Community Relations Counselor	\$798.69	\$814.01	\$829.63	\$845.57	\$876.05	\$882.82	\$889.60	\$896.38	\$903.14	\$909.92
Conservation Agent	\$930.20	\$948.15	\$966.46	\$985.13	\$1,015.62	\$1,022.38	\$1,029.16	\$1,035.93	\$1,042.70	\$1,049.48
D.E.P. Coordinator	\$1,314.62	\$1,340.25	\$1,366.39	\$1,393.07	\$1,423.55	\$1,430.32	\$1,437.10	\$1,443.87	\$1,450.64	\$1,457.42
Deputy Director-EOECD	\$1,126.78	\$1,148.66	\$1,170.96	\$1,193.75	\$1,224.22	\$1,231.00	\$1,237.78	\$1,244.54	\$1,251.32	\$1,258.00
Dietician	\$712.87	\$726.46	\$740.34	\$754.49	\$784.97	\$791.74	\$798.52	\$805.29	\$812.06	\$818.84
Director - Elder Outreach	\$699.52	\$712.87	\$726.46	\$740.34	\$770.81	\$777.59	\$784.37	\$791.13	\$797.91	\$804.69
Director - Industrial Development	\$1,289.47	\$1,314.62	\$1,340.25	\$1,366.39	\$1,396.87	\$1,403.65	\$1,410.41	\$1,417.19	\$1,423.97	\$1,430.74
Director of Economic Dev.	\$1,289.47	\$1,314.62	\$1,340.25	\$1,366.39	\$1,396.87	\$1,403.65	\$1,410.41	\$1,417.19	\$1,423.97	\$1,430.74
Director of Nursing	\$1,541.01	\$1,571.12	\$1,601.84	\$1,633.16	\$1,666.23	\$1,673.58	\$1,680.92	\$1,688.28	\$1,695.62	\$1,702.97
Director of Social Services	\$1,063.66	\$1,084.28	\$1,105.31	\$1,126.78	\$1,157.25	\$1,164.03	\$1,170.80	\$1,177.57	\$1,184.35	\$1,191.11
Director-Human Services	\$1,564.72	\$1,595.36	\$1,626.62	\$1,658.50	\$1,688.98	\$1,695.75	\$1,702.53	\$1,709.30	\$1,716.07	\$1,722.85
Director-Library	\$1,289.47	\$1,314.62	\$1,340.25	\$1,366.39	\$1,396.87	\$1,403.65	\$1,410.41	\$1,417.19	\$1,423.97	\$1,430.74
Director-Planning & Conservation	\$1,340.25	\$1,366.39	\$1,393.07	\$1,420.28	\$1,450.76	\$1,457.54	\$1,464.31	\$1,471.09	\$1,477.85	\$1,484.63
Director-TEMA	\$1,216.96	\$1,240.65	\$1,264.82	\$1,289.47	\$1,319.95	\$1,326.72	\$1,333.49	\$1,340.27	\$1,347.04	\$1,353.81
Director-Veterans	\$1,170.96	\$1,193.75	\$1,216.96	\$1,240.65	\$1,271.14	\$1,277.90	\$1,284.68	\$1,291.46	\$1,298.22	\$1,305.00
DPW Commissioner	\$1,564.72	\$1,595.36	\$1,626.62	\$1,658.50	\$1,688.98	\$1,695.75	\$1,702.53	\$1,709.30	\$1,716.07	\$1,722.85
DPW Division Supervisor	\$1,126.78	\$1,148.66	\$1,170.96	\$1,193.75	\$1,224.22	\$1,231.00	\$1,237.78	\$1,244.54	\$1,251.32	\$1,258.10
Drug Community Coordinator	\$648.73	\$661.05	\$673.62	\$686.44	\$716.92	\$723.69	\$730.46	\$737.23	\$744.01	\$750.78
Elder Outreach Supervisor	\$699.52	\$712.87	\$726.46	\$740.34	\$770.81	\$777.59	\$784.37	\$791.13	\$797.91	\$804.69
Exec. Director-BOH	\$1,366.39	\$1,393.07	\$1,420.28	\$1,448.04	\$1,478.51	\$1,485.29	\$1,492.06	\$1,498.83	\$1,505.61	\$1,512.38
Fiscal Agent Admin. Asst. DPW	\$1,043.45	\$1,063.66	\$1,084.28	\$1,105.31	\$1,135.80	\$1,142.56	\$1,149.34	\$1,156.11	\$1,162.88	\$1,169.66
Fiscal Agent/Admin. Asst. EOECOD	\$929.18	\$948.15	\$966.46	\$985.13	\$1,004.18	\$1,034.66	\$1,041.43	\$1,048.21	\$1,054.99	\$1,061.75
Intergenerational Educ. Coord.	\$648.73	\$661.05	\$673.62	\$686.44	\$716.92	\$723.69	\$730.46	\$737.23	\$744.01	\$750.78
Investigator #1 - Veteran's	\$878.42	\$895.33	\$912.59	\$930.20	\$960.68	\$967.46	\$974.23	\$981.00	\$987.77	\$994.55
Investigator #2 - Veteran's	\$829.63	\$845.57	\$861.83	\$878.42	\$908.90	\$915.68	\$922.44	\$929.22	\$936.00	\$942.76
Landfill/Environmental Compliance Off.	\$1,216.96	\$1,240.65	\$1,264.82	\$1,289.47	\$1,319.95	\$1,326.72	\$1,333.49	\$1,340.27	\$1,347.04	\$1,353.81
Legal Assistant	\$985.13	\$1,004.18	\$1,023.62	\$1,043.45	\$1,073.93	\$1,080.70	\$1,087.48	\$1,094.24	\$1,101.02	\$1,107.80
Litigation Paralegal	\$930.20	\$948.15	\$966.46	\$985.13	\$1,015.62	\$1,022.38	\$1,029.16	\$1,035.93	\$1,042.70	\$1,049.48
MIS Assistant Mgr.	\$956.89	\$975.38	\$994.24	\$1,013.49	\$1,043.67	\$1,050.38	\$1,057.08	\$1,063.79	\$1,070.50	\$1,077.20
Office Manager - Assessor	\$798.69	\$814.01	\$829.63	\$845.57	\$876.05	\$882.82	\$889.60	\$896.38	\$903.14	\$909.92
Office Manager - Auditor	\$798.69	\$814.01	\$829.63	\$845.57	\$876.05	\$882.82	\$889.60	\$896.38	\$903.14	\$909.92
Office Manager - DPW	\$814.01	\$829.63	\$845.57	\$861.83	\$892.31	\$899.09	\$905.86	\$912.64	\$919.40	\$926.18
Office Manager - DPW Sewer	\$948.15	\$966.46	\$985.13	\$1,004.18	\$1,034.66	\$1,041.43	\$1,048.21	\$1,054.99	\$1,061.75	\$1,068.53
Office Manager - DPW Street	\$948.15	\$966.46	\$985.13	\$1,004.18	\$1,034.66	\$1,041.43	\$1,048.21	\$1,054.99	\$1,061.75	\$1,068.53

1% (Retroactive to July 1, 2013)

APPENDIX B - COTMA SALARY GRID

July 1, 2012 - June 30, 2013

TITLE	Step 1 New Hire	Step 2 6 Months	Step 3 1 Year	Step 4 2 Years	Step 5 5 Years	Step 6 10 Years	Step 7 15 Years	Step 8 20 Years	Step 9 25 Years	Step 10 30 Years
Office Manager - Human Services	\$648.73	\$661.05	\$673.62	\$686.44	\$ 28.45	\$ 34.77	\$ 41.09	\$ 47.41	\$ 53.74	\$ 60.06
Office Manager - PC&PG	\$912.59	\$930.20	\$948.15	\$966.46	\$996.94	\$1,003.71	\$1,010.48	\$1,017.26	\$1,024.03	\$1,030.81
Office Manager - Planning	\$699.52	\$712.87	\$726.46	\$740.34	\$770.81	\$777.59	\$784.37	\$791.13	\$797.91	\$804.69
Office Manager-DPW Bldg.	\$1,004.18	\$1,023.62	\$1,043.45	\$1,063.66	\$1,094.14	\$1,100.92	\$1,107.70	\$1,114.46	\$1,121.24	\$1,128.01
Office Manager-HR	\$895.33	\$912.59	\$930.31	\$948.15	\$978.63	\$985.40	\$992.17	\$998.95	\$1,005.72	\$1,012.49
Office Manager-TNH	\$895.33	\$912.59	\$930.31	\$948.15	\$978.63	\$985.40	\$992.17	\$998.95	\$1,005.72	\$1,012.49
Office Manager-Veterans	\$829.63	\$845.57	\$861.83	\$878.42	\$908.90	\$915.68	\$922.44	\$929.22	\$936.00	\$942.76
Office Manager-Water	\$985.13	\$1,004.18	\$1,023.62	\$1,043.45	\$1,073.93	\$1,080.70	\$1,087.48	\$1,094.24	\$1,101.02	\$1,107.80
Plumbing Inspector	\$1,314.62	\$1,340.25	\$1,366.39	\$1,393.07	\$1,423.55	\$1,430.32	\$1,437.10	\$1,443.87	\$1,450.64	\$1,457.42
Program Manager-EOECD	\$1,023.62	\$1,043.45	\$1,063.66	\$1,084.28	\$1,114.76	\$1,121.53	\$1,128.31	\$1,135.08	\$1,141.86	\$1,148.62
Public Health/School Nurse	\$1,004.18	\$1,023.62	\$1,043.45	\$1,063.66	\$1,094.14	\$1,100.92	\$1,107.70	\$1,114.46	\$1,121.24	\$1,128.01
Recreation Supervisor	\$740.34	\$754.49	\$768.93	\$783.67	\$814.14	\$820.92	\$827.70	\$834.46	\$841.24	\$848.01
RN/LICSW/Admissions Coordinator	\$1,216.96	\$1,240.65	\$1,264.82	\$1,289.47	\$1,319.95	\$1,326.72	\$1,333.49	\$1,340.27	\$1,347.04	\$1,353.81
Registered Nurse MDS Coordinator	\$1,216.96	\$1,240.65	\$1,264.82	\$1,289.47	\$1,319.95	\$1,326.72	\$1,333.49	\$1,340.27	\$1,347.04	\$1,353.81
Registered Nurse (Wkg.)	\$1,170.96	\$1,193.75	\$1,216.96	\$1,240.65	\$1,271.14	\$1,277.90	\$1,284.68	\$1,291.46	\$1,298.22	\$1,305.00
Registered Nurse Supervisor (Admin.)	\$1,216.96	\$1,240.65	\$1,264.82	\$1,289.47	\$1,319.95	\$1,326.72	\$1,333.49	\$1,340.27	\$1,347.04	\$1,353.81
Rehabilitation Specialist	\$878.42	\$895.33	\$912.59	\$930.20	\$960.68	\$967.46	\$974.23	\$981.00	\$987.77	\$994.55
Risk Mgr/Lead Litigation Paralegal	\$1,084.28	\$1,105.31	\$1,126.78	\$1,148.66	\$1,179.14	\$1,185.91	\$1,192.69	\$1,199.46	\$1,206.23	\$1,213.01
Sanitary Engineer	\$1,170.96	\$1,193.75	\$1,216.96	\$1,240.65	\$1,271.14	\$1,277.90	\$1,284.68	\$1,291.46	\$1,298.22	\$1,305.00
Sanitary Inspector	\$948.15	\$966.46	\$985.13	\$1,004.18	\$1,034.66	\$1,041.43	\$1,048.21	\$1,054.99	\$1,061.75	\$1,068.53
Sealer of Weights & Measures	\$1,126.78	\$1,148.66	\$1,170.96	\$1,193.75	\$1,224.22	\$1,231.00	\$1,237.78	\$1,244.54	\$1,251.32	\$1,258.10
SNI Neighborhood Advisor	\$699.52	\$712.87	\$726.46	\$740.34	\$770.81	\$777.59	\$784.37	\$791.13	\$797.91	\$804.69
Sr. Drop-In-Center Coord.	\$798.69	\$814.01	\$829.63	\$845.57	\$876.05	\$882.82	\$889.60	\$896.38	\$903.14	\$909.92
Street Division Project Manager	\$1,004.18	\$1,023.62	\$1,043.45	\$1,063.66	\$1,094.14	\$1,100.92	\$1,107.70	\$1,114.46	\$1,121.24	\$1,128.01
Street Supervisor - DPW	\$1,340.25	\$1,366.39	\$1,393.07	\$1,420.28	\$1,450.76	\$1,457.54	\$1,464.31	\$1,471.09	\$1,477.85	\$1,484.63
Superintendent of Buildings	\$1,505.21	\$1,534.67	\$1,564.72	\$1,595.36	\$1,625.83	\$1,632.60	\$1,639.38	\$1,646.15	\$1,652.93	\$1,659.70
Supervisor - DPW Vehicular	\$1,126.78	\$1,148.66	\$1,170.96	\$1,193.75	\$1,224.22	\$1,231.00	\$1,237.78	\$1,244.54	\$1,251.32	\$1,258.10
Taunton Cares Coordinator	\$648.73	\$661.05	\$673.62	\$686.44	\$716.92	\$723.69	\$730.46	\$737.23	\$744.01	\$750.78
Treasurer/Collector	\$1,758.02	\$1,792.53	\$1,827.72	\$1,863.63	\$1,894.11	\$1,900.89	\$1,907.66	\$1,914.43	\$1,921.20	\$1,927.98
Water Distribution Supervisor	\$1,105.31	\$1,126.78	\$1,148.66	\$1,170.96	\$1,201.45	\$1,208.22	\$1,214.99	\$1,221.77	\$1,228.54	\$1,235.31
Water Supervisor	\$1,448.04	\$1,476.35	\$1,505.21	\$1,534.67	\$1,565.16	\$1,571.93	\$1,578.70	\$1,585.48	\$1,592.25	\$1,599.02
W/F-HVAC Systems Mgr.	\$1,240.65	\$1,264.82	\$1,289.47	\$1,314.62	\$1,345.09	\$1,351.86	\$1,358.64	\$1,365.41	\$1,372.19	\$1,378.95

EFFECTIVE JULY 1, 2013 - 2%

APPENDIX B - COTMA SALARY GRID

July 1, 2013 - June 30, 2014

TITLE	Step 1 New Hire	Step 2 6 Months	Step 3 1 Year	Step 4 2 Years	Step 5 5 Years	Step 6 10 Years	Step 7 15 Years	Step 8 20 Years	Step 9 25 Years	Step 10 30 Years
Administrative Asst.-Fire	\$930.84	\$948.80	\$967.11	\$985.79	\$ 28.45	\$ 34.77	\$ 41.09	\$ 47.41	\$ 53.74	\$ 60.06
Administrator-TNH	\$1,758.66	\$1,793.18	\$1,828.38	\$1,864.27	\$1,016.88	\$1,023.78	\$1,030.69	\$1,037.61	\$1,044.51	\$1,051.42
Animal Control Officer	\$967.11	\$985.79	\$1,004.84	\$1,024.27	\$1,055.36	\$1,062.26	\$1,069.17	\$1,076.09	\$1,082.99	\$1,089.90
Assessor, Member 2	\$1,194.38	\$1,217.62	\$1,241.30	\$1,265.47	\$1,296.56	\$1,303.46	\$1,310.37	\$1,317.29	\$1,324.19	\$1,331.10
Assessor, Member 3	\$1,127.42	\$1,149.31	\$1,171.64	\$1,194.38	\$1,225.47	\$1,232.39	\$1,239.29	\$1,246.20	\$1,253.11	\$1,260.02
Asst. Agent - Veteran's	\$930.84	\$948.80	\$967.11	\$985.79	\$1,016.88	\$1,023.78	\$1,030.69	\$1,037.61	\$1,044.51	\$1,051.42
Asst. Animal Control/Shelter Manager	\$661.71	\$674.27	\$687.09	\$700.17	\$731.26	\$738.16	\$745.07	\$751.97	\$758.89	\$765.80
Asst. Assessor	\$846.23	\$862.48	\$879.07	\$895.99	\$927.08	\$933.99	\$940.89	\$947.80	\$954.72	\$961.62
Asst. Auditor	\$1,004.84	\$1,024.27	\$1,044.10	\$1,064.32	\$1,095.41	\$1,102.31	\$1,109.23	\$1,116.13	\$1,123.04	\$1,129.95
Asst. Board of Reg. of Voters	\$930.84	\$948.80	\$967.11	\$985.79	\$1,016.88	\$1,023.78	\$1,030.69	\$1,037.61	\$1,044.51	\$1,051.42
Asst. Building Supervisor	\$799.34	\$814.66	\$830.29	\$846.23	\$877.32	\$884.23	\$891.13	\$898.05	\$904.96	\$911.86
Asst. City Clerk	\$985.79	\$1,004.84	\$1,024.27	\$1,044.10	\$1,075.19	\$1,082.10	\$1,089.00	\$1,095.92	\$1,102.83	\$1,109.73
Asst. City Engineer	\$1,194.38	\$1,217.62	\$1,241.30	\$1,265.47	\$1,296.56	\$1,303.46	\$1,310.37	\$1,317.29	\$1,324.19	\$1,331.10
Asst. City Engineer/Sewer	\$1,194.38	\$1,217.62	\$1,241.30	\$1,265.47	\$1,296.56	\$1,303.46	\$1,310.37	\$1,317.29	\$1,324.19	\$1,331.10
Asst. Clerk of Committees	\$895.99	\$913.24	\$930.84	\$948.80	\$979.90	\$986.81	\$993.71	\$1,000.62	\$1,007.53	\$1,014.44
Asst. Director - Human Services	\$1,024.27	\$1,044.10	\$1,064.32	\$1,084.93	\$1,116.03	\$1,122.94	\$1,129.85	\$1,136.75	\$1,143.67	\$1,150.57
Asst. Director-Library	\$879.07	\$895.99	\$913.24	\$930.84	\$961.93	\$968.84	\$975.74	\$982.66	\$989.56	\$996.47
Asst. Director-TEMA	\$930.84	\$948.80	\$967.11	\$985.79	\$1,016.88	\$1,023.78	\$1,030.69	\$1,037.61	\$1,044.51	\$1,051.42
Asst. DPW Commissioner	\$1,477.00	\$1,505.87	\$1,535.32	\$1,565.37	\$1,596.46	\$1,603.37	\$1,610.27	\$1,617.19	\$1,624.10	\$1,631.00
Asst. Executive Director-BOH	\$1,241.30	\$1,265.47	\$1,290.12	\$1,315.26	\$1,346.35	\$1,353.25	\$1,360.16	\$1,367.08	\$1,373.98	\$1,380.89
Asst. Executive Director-EOECD	\$1,329.04	\$1,354.97	\$1,381.39	\$1,408.33	\$1,439.74	\$1,446.73	\$1,453.70	\$1,460.69	\$1,467.67	\$1,474.65
Asst. Sealer of Weights/Measurers	\$834.66	\$830.29	\$846.23	\$862.48	\$893.57	\$900.48	\$907.39	\$914.30	\$921.20	\$928.12
Asst. Social Worker	\$895.99	\$913.24	\$930.84	\$948.80	\$979.90	\$986.81	\$993.71	\$1,000.62	\$1,007.53	\$1,014.44
Asst. Super. Public Bldg/Facilities	\$1,340.91	\$1,367.05	\$1,393.72	\$1,420.93	\$1,452.03	\$1,458.93	\$1,465.84	\$1,472.74	\$1,479.66	\$1,486.57
Asst. Supervisor	\$1,194.38	\$1,217.62	\$1,241.30	\$1,265.47	\$1,296.56	\$1,303.46	\$1,310.37	\$1,317.29	\$1,324.19	\$1,331.10
Asst. Supervisor - DPW Water	\$1,194.38	\$1,217.62	\$1,241.30	\$1,265.47	\$1,296.56	\$1,303.46	\$1,310.37	\$1,317.29	\$1,324.19	\$1,331.10
Asst. Treasurer	\$1,044.10	\$1,064.32	\$1,084.93	\$1,105.96	\$1,137.05	\$1,143.96	\$1,150.88	\$1,157.78	\$1,164.69	\$1,171.59
Asst. Treasurer/Collector	\$1,265.47	\$1,290.12	\$1,315.26	\$1,340.91	\$1,371.99	\$1,378.90	\$1,385.81	\$1,392.72	\$1,399.63	\$1,406.53
Bldg Commissioner/Chief Inspct.	\$1,477.00	\$1,505.87	\$1,535.32	\$1,565.37	\$1,596.46	\$1,603.37	\$1,610.27	\$1,617.19	\$1,624.10	\$1,631.00
Brownfield Coordinator	\$1,535.32	\$1,565.37	\$1,596.02	\$1,627.26	\$1,658.34	\$1,665.26	\$1,672.17	\$1,679.07	\$1,685.98	\$1,692.90
Building Inspector/Zoning Enforcement	\$1,340.91	\$1,367.05	\$1,393.72	\$1,420.93	\$1,452.03	\$1,458.93	\$1,465.84	\$1,472.74	\$1,479.66	\$1,486.57
Chairman-Assessor's	\$1,265.47	\$1,290.12	\$1,315.26	\$1,340.91	\$1,371.99	\$1,378.90	\$1,385.81	\$1,392.72	\$1,399.63	\$1,406.53
Chief Operator	\$1,265.47	\$1,290.12	\$1,315.26	\$1,340.91	\$1,371.99	\$1,378.90	\$1,385.81	\$1,392.72	\$1,399.63	\$1,406.53
City Clerk	\$1,171.64	\$1,194.38	\$1,217.62	\$1,241.30	\$1,272.39	\$1,279.30	\$1,286.20	\$1,293.12	\$1,300.03	\$1,306.93
City Engineer	\$1,367.05	\$1,393.72	\$1,420.93	\$1,448.69	\$1,479.78	\$1,486.69	\$1,493.59	\$1,500.51	\$1,507.41	\$1,514.32
Clerk of Committees	\$1,535.32	\$1,565.37	\$1,596.02	\$1,627.26	\$1,658.34	\$1,665.26	\$1,672.17	\$1,679.07	\$1,685.98	\$1,692.90
	\$1,004.84	\$1,024.27	\$1,044.10	\$1,064.32	\$1,095.41	\$1,102.31	\$1,109.23	\$1,116.13	\$1,123.04	\$1,129.95

EFFECTIVE JULY 1, 2013 - 2%

APPENDIX B - COTMA SALARY GRID

July 1, 2013 - June 30, 2014

TITLE	Step 1 New Hire	Step 2 6 Months	Step 3 1 Year	Step 4 2 Years	Step 5 5 Years	Step 6 10 Years	Step 7 15 Years	Step 8 20 Years	Step 9 25 Years	Step 10 30 Years
Code Enforcement Inspector	\$814.66	\$830.29	\$846.23	\$862.48	\$893.57	\$900.48	\$907.39	\$914.30	\$921.20	\$928.12
Commissioner-PC&Pg	\$1,596.02	\$1,627.26	\$1,659.15	\$1,691.67	\$1,722.76	\$1,729.66	\$1,736.58	\$1,743.49	\$1,750.39	\$1,757.30
Community Relations Counselor	\$814.66	\$830.29	\$846.23	\$862.48	\$893.57	\$900.48	\$907.39	\$914.30	\$921.20	\$928.12
Conservation Agent	\$948.80	\$967.11	\$985.79	\$1,004.84	\$1,035.93	\$1,042.83	\$1,049.74	\$1,056.65	\$1,063.56	\$1,070.47
D.E.P. Coordinator	\$1,340.91	\$1,367.05	\$1,393.72	\$1,420.93	\$1,452.03	\$1,458.93	\$1,465.84	\$1,472.74	\$1,479.66	\$1,486.57
Deputy Director-EOECD	\$1,149.31	\$1,171.64	\$1,194.38	\$1,217.62	\$1,248.71	\$1,255.62	\$1,262.53	\$1,269.43	\$1,276.35	\$1,283.16
Dietician	\$727.13	\$740.99	\$755.15	\$769.58	\$800.67	\$807.57	\$814.49	\$821.40	\$828.30	\$835.21
Director - Elder Outreach	\$713.51	\$727.13	\$740.99	\$755.15	\$786.23	\$793.14	\$800.05	\$806.96	\$813.87	\$820.78
Director - Industrial Development	\$1,315.26	\$1,340.91	\$1,367.05	\$1,393.72	\$1,424.81	\$1,431.72	\$1,438.62	\$1,445.54	\$1,452.45	\$1,459.35
Director of Nursing	\$1,571.83	\$1,602.54	\$1,633.88	\$1,665.82	\$1,699.55	\$1,707.05	\$1,714.54	\$1,722.04	\$1,729.53	\$1,737.03
Director of Social Services	\$1,084.93	\$1,105.96	\$1,127.42	\$1,149.31	\$1,180.39	\$1,187.31	\$1,194.22	\$1,201.12	\$1,208.03	\$1,214.94
Director-Human Services	\$1,596.02	\$1,627.26	\$1,659.15	\$1,691.67	\$1,722.76	\$1,729.66	\$1,736.58	\$1,743.49	\$1,750.39	\$1,757.30
Director-Library	\$1,315.26	\$1,340.91	\$1,367.05	\$1,393.72	\$1,424.81	\$1,431.72	\$1,438.62	\$1,445.54	\$1,452.45	\$1,459.35
Director-Planning & Conservation	\$1,367.05	\$1,393.72	\$1,420.93	\$1,448.69	\$1,479.78	\$1,486.69	\$1,493.59	\$1,500.51	\$1,507.41	\$1,514.32
Director of Technology	\$1,465.64	\$1,494.11	\$1,523.13	\$1,552.70	\$1,593.12	\$1,602.11	\$1,611.08	\$1,620.06	\$1,629.04	\$1,638.02
Director-TEMA	\$1,241.30	\$1,265.47	\$1,290.12	\$1,315.26	\$1,346.35	\$1,353.25	\$1,360.16	\$1,367.08	\$1,373.98	\$1,380.89
Director-Veterans	\$1,194.38	\$1,217.62	\$1,241.30	\$1,265.47	\$1,296.56	\$1,303.46	\$1,310.37	\$1,317.29	\$1,324.19	\$1,331.10
DPW Commissioner	\$1,596.02	\$1,627.26	\$1,659.15	\$1,691.67	\$1,722.76	\$1,729.66	\$1,736.58	\$1,743.49	\$1,750.39	\$1,757.30
DPW Division Supervisor	\$1,149.31	\$1,171.64	\$1,194.38	\$1,217.62	\$1,248.71	\$1,255.62	\$1,262.53	\$1,269.43	\$1,276.35	\$1,283.26
Drug Community Coordinator	\$661.71	\$674.27	\$687.09	\$700.17	\$731.26	\$738.16	\$745.07	\$751.97	\$758.89	\$765.80
Elder Outreach Supervisor	\$713.51	\$727.13	\$740.99	\$755.15	\$786.23	\$793.14	\$800.05	\$806.96	\$813.87	\$820.78
Exec. Director-BOH	\$1,393.72	\$1,420.93	\$1,448.69	\$1,477.00	\$1,508.08	\$1,514.99	\$1,521.90	\$1,528.81	\$1,535.72	\$1,542.63
Fiscal Agent Admin. Asst. DPW	\$1,064.32	\$1,084.93	\$1,105.96	\$1,127.42	\$1,158.51	\$1,165.41	\$1,172.33	\$1,179.23	\$1,186.14	\$1,193.05
Fiscal Agent/Admin. Asst. EOEC	\$947.76	\$967.11	\$985.79	\$1,004.84	\$1,024.27	\$1,035.36	\$1,042.26	\$1,049.17	\$1,056.09	\$1,062.99
Grants Compliance Coordinator	\$945.00	\$957.00	\$975.57	\$994.49	\$1,022.34	\$1,028.47	\$1,034.64	\$1,040.85	\$1,047.10	\$1,053.38
Informational System Specialist	\$843.29	\$859.57	\$876.15	\$893.07	\$921.24	\$927.49	\$934.03	\$940.02	\$946.27	\$952.53
Intergenerational Educ. Coord.	\$661.71	\$674.27	\$687.09	\$700.17	\$731.26	\$738.16	\$745.07	\$751.97	\$758.89	\$765.80
Investigator #1 - Veteran's	\$895.99	\$913.24	\$930.84	\$948.80	\$979.90	\$986.81	\$993.71	\$1,000.62	\$1,007.53	\$1,014.44
Investigator #2 - Veteran's	\$846.23	\$862.48	\$879.07	\$895.99	\$927.08	\$933.99	\$940.89	\$947.80	\$954.72	\$961.62
Landfill/Environmental Compliance Off.	\$1,241.30	\$1,265.47	\$1,290.12	\$1,315.26	\$1,346.35	\$1,353.25	\$1,360.16	\$1,367.08	\$1,373.98	\$1,380.89
Legal Assistant	\$1,004.84	\$1,024.27	\$1,044.10	\$1,064.32	\$1,095.41	\$1,102.31	\$1,109.23	\$1,116.13	\$1,123.04	\$1,129.95
Litigation Paralegal	\$948.80	\$967.11	\$985.79	\$1,004.84	\$1,035.93	\$1,042.83	\$1,049.74	\$1,056.65	\$1,063.56	\$1,070.47
Office Manager - Assessor	\$814.66	\$830.29	\$846.23	\$862.48	\$893.57	\$900.48	\$907.39	\$914.30	\$921.20	\$928.12
Office Manager - Auditor	\$814.66	\$830.29	\$846.23	\$862.48	\$893.57	\$900.48	\$907.39	\$914.30	\$921.20	\$928.12
Office Manager - DPW	\$830.29	\$846.23	\$862.48	\$879.07	\$910.16	\$917.07	\$923.98	\$930.89	\$937.79	\$944.70
Office Manager - DPW Sewer	\$967.11	\$985.79	\$1,004.84	\$1,024.27	\$1,055.36	\$1,062.26	\$1,069.17	\$1,076.09	\$1,082.99	\$1,089.90
Office Manager - DPW Street	\$967.11	\$985.79	\$1,004.84	\$1,024.27	\$1,055.36	\$1,062.26	\$1,069.17	\$1,076.09	\$1,082.99	\$1,089.90

EFFECTIVE JULY 1, 2013 - 2%

APPENDIX B - COTMA SALARY GRID

July 1, 2013 - June 30, 2014

TITLE	Step 1 New Hire	Step 2 6 Months	Step 3 1 Year	Step 4 2 Years	Step 5 5 Years	Step 6 10 Years	Step 7 15 Years	Step 8 20 Years	Step 9 25 Years	Step 10 30 Years
Office Manager - Human Services	\$661.71	\$674.27	\$687.09	\$700.17	\$731.26	\$738.16	\$745.07	\$751.97	\$758.89	\$765.80
Office Manager - PC&PG	\$930.84	\$948.80	\$967.11	\$985.79	\$1,016.88	\$1,023.78	\$1,030.69	\$1,037.61	\$1,044.51	\$1,051.42
Office Manager - Planning	\$713.51	\$727.13	\$740.99	\$755.15	\$786.23	\$793.14	\$800.05	\$806.96	\$813.87	\$820.78
Office Manager-DPW Bldg.	\$1,024.27	\$1,044.10	\$1,064.32	\$1,084.93	\$1,116.03	\$1,122.94	\$1,129.85	\$1,136.75	\$1,143.67	\$1,150.57
Office Manager-HR	\$913.24	\$930.84	\$948.92	\$967.11	\$998.20	\$1,005.10	\$1,012.02	\$1,018.93	\$1,025.83	\$1,032.74
Office Manager-TNH	\$913.24	\$930.84	\$948.92	\$967.11	\$998.20	\$1,005.10	\$1,012.02	\$1,018.93	\$1,025.83	\$1,032.74
Office Manager-Veterans	\$846.23	\$862.48	\$879.07	\$895.99	\$927.08	\$933.99	\$940.89	\$947.80	\$954.72	\$961.62
Office Manager-Water	\$1,004.84	\$1,024.27	\$1,044.10	\$1,064.32	\$1,095.41	\$1,102.31	\$1,109.23	\$1,116.13	\$1,123.04	\$1,129.95
Plumbing Inspector	\$1,340.91	\$1,367.05	\$1,393.72	\$1,420.93	\$1,452.03	\$1,458.93	\$1,465.84	\$1,472.74	\$1,479.66	\$1,486.57
Program Manager-EOECD	\$1,044.10	\$1,064.32	\$1,084.93	\$1,105.96	\$1,137.05	\$1,143.96	\$1,150.88	\$1,157.78	\$1,164.69	\$1,171.59
Public Health/School Nurse	\$1,024.27	\$1,044.10	\$1,064.32	\$1,084.93	\$1,116.03	\$1,122.94	\$1,129.85	\$1,136.75	\$1,143.67	\$1,150.57
Recreation Supervisor	\$755.15	\$769.58	\$784.31	\$799.34	\$830.42	\$837.34	\$844.25	\$851.15	\$858.06	\$864.97
RN/LCSW/Admissions Coordinator	\$1,241.30	\$1,265.47	\$1,290.12	\$1,315.26	\$1,346.35	\$1,353.25	\$1,360.16	\$1,367.08	\$1,373.98	\$1,380.89
Registered Nurse MDS Coordinator	\$1,241.30	\$1,265.47	\$1,290.12	\$1,315.26	\$1,346.35	\$1,353.25	\$1,360.16	\$1,367.08	\$1,373.98	\$1,380.89
Registered Nurse (W/kg.)	\$1,194.38	\$1,217.62	\$1,241.30	\$1,265.47	\$1,296.56	\$1,303.46	\$1,310.37	\$1,317.29	\$1,324.19	\$1,331.10
Registered Nurse Supervisor (Admin.)	\$1,241.30	\$1,265.47	\$1,290.12	\$1,315.26	\$1,346.35	\$1,353.25	\$1,360.16	\$1,367.08	\$1,373.98	\$1,380.89
Rehabilitation Specialist	\$895.99	\$913.24	\$930.84	\$948.80	\$979.90	\$986.81	\$993.71	\$1,000.62	\$1,007.53	\$1,014.44
Risk Mgr./Lead Litigation Paralegal	\$1,105.96	\$1,127.42	\$1,149.31	\$1,171.64	\$1,202.73	\$1,209.63	\$1,216.54	\$1,223.44	\$1,230.36	\$1,237.27
Sanitary Engineer	\$1,194.38	\$1,217.62	\$1,241.30	\$1,265.47	\$1,296.56	\$1,303.46	\$1,310.37	\$1,317.29	\$1,324.19	\$1,331.10
Sanitary Inspector	\$967.11	\$985.79	\$1,004.84	\$1,024.27	\$1,055.36	\$1,062.26	\$1,069.17	\$1,076.09	\$1,082.99	\$1,089.90
Sealer of Weights & Measurers	\$1,149.31	\$1,171.64	\$1,194.38	\$1,217.62	\$1,248.71	\$1,255.62	\$1,262.53	\$1,269.43	\$1,276.35	\$1,283.26
SNI Neighborhood Advisor	\$713.51	\$727.13	\$740.99	\$755.15	\$786.23	\$793.14	\$800.05	\$806.96	\$813.87	\$820.78
Sr. Drop-In-Center Coord.	\$814.66	\$830.29	\$846.23	\$862.48	\$893.57	\$900.48	\$907.39	\$914.30	\$921.20	\$928.12
Street Division Project Manager	\$1,024.27	\$1,044.10	\$1,064.32	\$1,084.93	\$1,116.03	\$1,122.94	\$1,129.85	\$1,136.75	\$1,143.67	\$1,150.57
Street Supervisor - DPW	\$1,367.05	\$1,393.72	\$1,420.93	\$1,448.69	\$1,479.78	\$1,486.69	\$1,493.59	\$1,500.51	\$1,507.41	\$1,514.32
Superintendent of Buildings	\$1,535.32	\$1,565.37	\$1,596.02	\$1,627.26	\$1,658.34	\$1,665.26	\$1,672.17	\$1,679.07	\$1,685.98	\$1,692.90
Supervisor - DPW Vehicular	\$1,149.31	\$1,171.64	\$1,194.38	\$1,217.62	\$1,248.71	\$1,255.62	\$1,262.53	\$1,269.43	\$1,276.35	\$1,283.26
Taunton Cares Coordinator	\$661.71	\$674.27	\$687.09	\$700.17	\$731.26	\$738.16	\$745.07	\$751.97	\$758.89	\$765.80
Treasurer/Collector	\$1,793.18	\$1,828.38	\$1,864.27	\$1,900.90	\$1,932.00	\$1,938.91	\$1,945.81	\$1,952.72	\$1,959.63	\$1,966.54
Water Distribution Supervisor	\$1,127.42	\$1,149.31	\$1,171.64	\$1,194.38	\$1,225.47	\$1,232.39	\$1,239.29	\$1,246.20	\$1,253.11	\$1,260.02
Water Supervisor	\$1,477.00	\$1,505.87	\$1,535.32	\$1,565.37	\$1,596.46	\$1,603.37	\$1,610.27	\$1,617.19	\$1,624.10	\$1,631.00
WH-HVAC Systems Mgr.	\$1,265.47	\$1,290.12	\$1,315.26	\$1,340.91	\$1,371.99	\$1,378.90	\$1,385.81	\$1,392.72	\$1,399.63	\$1,406.53

EFFECTIVE JULY 1, 2014 (3%)

APPENDIX B - COTMA SALARY GRID

July 1, 2014 - June 30, 2015

TITLE	Step 1 New Hire	Step 2 6 Months	Step 3 1 Year	Step 4 2 Years	Step 5 5 Years	Step 6 10 Years	Step 7 15 Years	Step 8 20 Years	Step 9 25 Years	Step 10 30 Years
Administrative Asst.-Fire	\$958.76	\$977.27	\$996.12	\$1,015.36	\$1,047.39	\$1,054.50	\$1,061.62	\$1,068.74	\$1,075.84	\$1,082.96
Administrator-TNH	\$1,811.42	\$1,846.97	\$1,883.23	\$1,920.20	\$1,952.22	\$1,959.34	\$1,966.45	\$1,973.57	\$1,980.69	\$1,987.80
Animal Control Officer	\$996.12	\$1,015.36	\$1,034.98	\$1,054.99	\$1,087.02	\$1,094.13	\$1,101.25	\$1,108.37	\$1,115.48	\$1,122.60
Assessor, Member 2	\$1,230.21	\$1,254.15	\$1,278.54	\$1,303.43	\$1,335.45	\$1,342.56	\$1,349.68	\$1,356.80	\$1,363.91	\$1,371.03
Assessor, Member 3	\$1,161.24	\$1,183.79	\$1,206.79	\$1,230.21	\$1,262.24	\$1,269.36	\$1,276.47	\$1,283.59	\$1,290.71	\$1,297.82
Asst. Agent - Veteran's	\$958.76	\$977.27	\$996.12	\$1,015.36	\$1,047.39	\$1,054.50	\$1,061.62	\$1,068.74	\$1,075.84	\$1,082.96
Asst. Animal Control/Shelter Manager	\$681.56	\$694.49	\$707.70	\$721.17	\$753.19	\$760.30	\$767.42	\$774.53	\$781.65	\$788.77
Asst. Assessor	\$871.61	\$888.36	\$905.44	\$922.87	\$954.89	\$962.01	\$969.12	\$976.24	\$983.36	\$990.47
Asst. Auditor	\$1,034.98	\$1,054.99	\$1,075.42	\$1,096.25	\$1,128.27	\$1,135.38	\$1,142.50	\$1,149.61	\$1,156.73	\$1,163.85
Asst. Board of Reg. of Voters	\$958.76	\$977.27	\$996.12	\$1,015.36	\$1,047.39	\$1,054.50	\$1,061.62	\$1,068.74	\$1,075.84	\$1,082.96
Asst. Building Supervisor	\$823.32	\$839.10	\$855.20	\$871.61	\$903.64	\$910.76	\$917.87	\$924.99	\$932.11	\$939.22
Asst. City Clerk	\$1,015.36	\$1,034.98	\$1,054.99	\$1,075.42	\$1,107.44	\$1,114.56	\$1,121.67	\$1,128.79	\$1,135.91	\$1,143.02
Asst. City Engineer	\$1,230.21	\$1,254.15	\$1,278.54	\$1,303.43	\$1,335.45	\$1,342.56	\$1,349.68	\$1,356.80	\$1,363.91	\$1,371.03
Asst. City Engineer/Sewer	\$1,230.21	\$1,254.15	\$1,278.54	\$1,303.43	\$1,335.45	\$1,342.56	\$1,349.68	\$1,356.80	\$1,363.91	\$1,371.03
Asst. Clerk of Committees	\$922.87	\$940.64	\$958.76	\$977.27	\$1,009.29	\$1,016.41	\$1,023.52	\$1,030.64	\$1,037.75	\$1,044.87
Asst. Director - Human Services	\$1,054.99	\$1,075.42	\$1,096.25	\$1,117.48	\$1,149.51	\$1,156.63	\$1,163.75	\$1,170.86	\$1,177.98	\$1,185.09
Asst. Director-Library	\$905.44	\$922.87	\$940.64	\$958.76	\$990.79	\$997.91	\$1,005.02	\$1,012.14	\$1,019.25	\$1,026.37
Asst. Director-TEMA	\$958.76	\$977.27	\$996.12	\$1,015.36	\$1,047.39	\$1,054.50	\$1,061.62	\$1,068.74	\$1,075.84	\$1,082.96
Asst. DPW Commissioner	\$1,521.31	\$1,551.05	\$1,581.38	\$1,612.33	\$1,644.35	\$1,651.47	\$1,658.58	\$1,665.70	\$1,672.82	\$1,679.93
Asst. Executive Director-BOH	\$1,278.54	\$1,303.43	\$1,328.82	\$1,354.71	\$1,386.74	\$1,393.85	\$1,400.97	\$1,408.09	\$1,415.20	\$1,422.32
Asst. Executive Director-EOECD	\$1,368.91	\$1,395.62	\$1,422.83	\$1,450.58	\$1,482.93	\$1,490.13	\$1,497.31	\$1,504.51	\$1,511.70	\$1,518.89
Asst. Sealer of Weights/Measures	\$839.10	\$855.20	\$871.61	\$888.36	\$920.38	\$927.49	\$934.61	\$941.73	\$948.84	\$955.96
Asst. Social Worker	\$922.87	\$940.64	\$958.76	\$977.27	\$1,009.29	\$1,016.41	\$1,023.52	\$1,030.64	\$1,037.75	\$1,044.87
Asst. Super. Public Bldg/Facilities	\$1,381.14	\$1,408.07	\$1,435.53	\$1,463.56	\$1,495.59	\$1,502.70	\$1,509.82	\$1,516.93	\$1,524.05	\$1,531.17
Asst. Supervisor	\$1,230.21	\$1,254.15	\$1,278.54	\$1,303.43	\$1,335.45	\$1,342.56	\$1,349.68	\$1,356.80	\$1,363.91	\$1,371.03
Asst. Supervisor - DPW Water	\$1,230.21	\$1,254.15	\$1,278.54	\$1,303.43	\$1,335.45	\$1,342.56	\$1,349.68	\$1,356.80	\$1,363.91	\$1,371.03
Asst. Treasurer	\$1,075.42	\$1,096.25	\$1,117.48	\$1,139.14	\$1,171.16	\$1,178.28	\$1,185.40	\$1,192.51	\$1,199.63	\$1,206.74
Asst. Treasurer/Collector	\$1,303.43	\$1,328.82	\$1,354.71	\$1,381.14	\$1,413.15	\$1,420.27	\$1,427.39	\$1,434.50	\$1,441.62	\$1,448.73
Auditor	\$1,521.31	\$1,551.05	\$1,581.38	\$1,612.33	\$1,644.35	\$1,651.47	\$1,658.58	\$1,665.70	\$1,672.82	\$1,679.93
Bldg Commissioner/Chief Insptr.	\$1,581.38	\$1,612.33	\$1,643.90	\$1,676.08	\$1,708.09	\$1,715.21	\$1,722.33	\$1,729.44	\$1,736.56	\$1,743.68
Brownfield Coordinator	\$1,381.14	\$1,408.07	\$1,435.53	\$1,463.56	\$1,495.59	\$1,502.70	\$1,509.82	\$1,516.93	\$1,524.05	\$1,531.17
Building Inspector/Zoning Enforcement	\$1,303.43	\$1,328.82	\$1,354.71	\$1,381.14	\$1,413.15	\$1,420.27	\$1,427.39	\$1,434.50	\$1,441.62	\$1,448.73
Chairman-Assessor's	\$1,303.43	\$1,328.82	\$1,354.71	\$1,381.14	\$1,413.15	\$1,420.27	\$1,427.39	\$1,434.50	\$1,441.62	\$1,448.73
Chief Operator	\$1,206.79	\$1,230.21	\$1,254.15	\$1,278.54	\$1,310.56	\$1,317.68	\$1,324.79	\$1,331.91	\$1,339.03	\$1,346.14
City Clerk	\$1,408.07	\$1,435.53	\$1,463.56	\$1,492.15	\$1,524.17	\$1,531.29	\$1,538.40	\$1,545.52	\$1,552.63	\$1,559.75
City Engineer	\$1,581.38	\$1,612.33	\$1,643.90	\$1,676.08	\$1,708.09	\$1,715.21	\$1,722.33	\$1,729.44	\$1,736.56	\$1,743.68
Clerk of Committees	\$1,034.98	\$1,054.99	\$1,075.42	\$1,096.25	\$1,128.27	\$1,135.38	\$1,142.50	\$1,149.61	\$1,156.73	\$1,163.85

EFFECTIVE JULY 1, 2014 (3%)

APPENDIX B - COTMA SALARY GRID

July 1, 2014 - June 30, 2015

TITLE	Step 1 New Hire	Step 2 6 Months	Step 3 1 Year	Step 4 2 Years	Step 5 5 Years	Step 6 10 Years	Step 7 15 Years	Step 8 20 Years	Step 9 25 Years	Step 10 30 Years
Code Enforcement Inspector	\$839.10	\$855.20	\$871.61	\$888.36	\$920.38	\$927.49	\$934.61	\$941.73	\$948.84	\$955.96
Commissioner-PC&PG	\$1,643.90	\$1,676.08	\$1,708.92	\$1,742.42	\$1,774.45	\$1,781.55	\$1,788.67	\$1,795.79	\$1,802.90	\$1,810.02
Community Relations Counselor	\$839.10	\$855.20	\$871.61	\$888.36	\$920.38	\$927.49	\$934.61	\$941.73	\$948.84	\$955.96
Conservation Agent	\$977.27	\$996.12	\$1,015.36	\$1,034.98	\$1,067.01	\$1,074.12	\$1,081.24	\$1,088.34	\$1,095.46	\$1,102.58
D.E.P. Coordinator	\$1,381.14	\$1,408.07	\$1,435.53	\$1,463.56	\$1,495.59	\$1,502.70	\$1,509.82	\$1,516.93	\$1,524.05	\$1,531.17
Deputy Director-EOECD	\$1,183.79	\$1,206.79	\$1,230.21	\$1,254.15	\$1,286.17	\$1,293.29	\$1,300.41	\$1,307.52	\$1,314.64	\$1,321.65
Dietician	\$748.94	\$763.22	\$777.80	\$792.67	\$824.69	\$831.80	\$838.92	\$846.04	\$853.15	\$860.27
Director - Elder Outreach	\$734.91	\$748.94	\$763.22	\$777.80	\$809.81	\$816.93	\$824.05	\$831.16	\$838.28	\$845.40
Director - Industrial Development	\$1,354.71	\$1,381.14	\$1,408.07	\$1,435.53	\$1,467.55	\$1,474.67	\$1,481.78	\$1,488.90	\$1,496.02	\$1,503.13
Director of Nursing	\$1,618.98	\$1,650.61	\$1,682.89	\$1,715.80	\$1,750.54	\$1,758.26	\$1,765.98	\$1,773.70	\$1,781.42	\$1,789.14
Director of Social Services	\$1,117.48	\$1,139.14	\$1,161.24	\$1,183.79	\$1,215.80	\$1,222.92	\$1,230.04	\$1,237.15	\$1,244.27	\$1,251.38
Director-Human Services	\$1,643.90	\$1,676.08	\$1,708.92	\$1,742.42	\$1,774.45	\$1,781.55	\$1,788.67	\$1,795.79	\$1,802.90	\$1,810.02
Director-Library	\$1,354.71	\$1,381.14	\$1,408.07	\$1,435.53	\$1,467.55	\$1,474.67	\$1,481.78	\$1,488.90	\$1,496.02	\$1,503.13
Director-Planning & Conservation	\$1,408.07	\$1,435.53	\$1,463.56	\$1,492.15	\$1,524.17	\$1,531.29	\$1,538.40	\$1,545.52	\$1,552.63	\$1,559.75
Director of Technology	\$1,509.61	\$1,538.93	\$1,568.82	\$1,599.28	\$1,640.92	\$1,650.17	\$1,659.41	\$1,668.66	\$1,677.92	\$1,687.16
Director-TEMA	\$1,278.54	\$1,303.43	\$1,328.82	\$1,354.71	\$1,386.74	\$1,393.85	\$1,400.97	\$1,408.09	\$1,415.20	\$1,422.32
Director-Veterans	\$1,230.21	\$1,254.15	\$1,278.54	\$1,303.43	\$1,335.45	\$1,342.56	\$1,349.68	\$1,356.80	\$1,363.91	\$1,371.03
DPW Commissioner	\$1,643.90	\$1,676.08	\$1,708.92	\$1,742.42	\$1,774.45	\$1,781.55	\$1,788.67	\$1,795.79	\$1,802.90	\$1,810.02
DPW Division Supervisor	\$1,183.79	\$1,206.79	\$1,230.21	\$1,254.15	\$1,286.17	\$1,293.29	\$1,300.41	\$1,307.52	\$1,314.64	\$1,321.76
Drug Community Coordinator	\$681.56	\$694.49	\$707.70	\$721.17	\$753.19	\$760.30	\$767.42	\$774.53	\$781.65	\$788.77
Elder Outreach Supervisor	\$734.91	\$748.94	\$763.22	\$777.80	\$809.81	\$816.93	\$824.05	\$831.16	\$838.28	\$845.40
Exec. Director-BOH	\$1,435.53	\$1,463.56	\$1,492.15	\$1,521.31	\$1,553.32	\$1,560.44	\$1,567.56	\$1,574.67	\$1,581.79	\$1,588.91
Fiscal Agent Admin. Asst. DPW	\$1,096.25	\$1,117.48	\$1,139.14	\$1,161.24	\$1,193.27	\$1,200.38	\$1,207.50	\$1,214.61	\$1,221.73	\$1,228.85
Fiscal Agent/Admin. Asst. EOEC	\$976.20	\$996.12	\$1,015.36	\$1,034.98	\$1,054.99	\$1,067.01	\$1,074.12	\$1,081.24	\$1,088.34	\$1,095.46
Grants Coordinator	\$973.35	\$985.71	\$1,004.84	\$1,024.32	\$1,053.01	\$1,059.32	\$1,065.68	\$1,072.08	\$1,078.51	\$1,084.98
Informational System Specialist	\$688.59	\$685.36	\$692.44	\$691.86	\$694.87	\$695.31	\$696.05	\$696.22	\$697.46	\$698.11
Intergenerational Educ. Coord.	\$681.56	\$694.49	\$707.70	\$721.17	\$753.19	\$760.30	\$767.42	\$774.53	\$781.65	\$788.77
Investigator #1 - Veteran's	\$922.87	\$940.64	\$958.76	\$977.27	\$1,009.29	\$1,016.41	\$1,023.52	\$1,030.64	\$1,037.75	\$1,044.87
Investigator #2 - Veteran's	\$871.61	\$888.36	\$905.44	\$922.87	\$954.89	\$962.01	\$969.12	\$976.24	\$983.36	\$990.47
Landfill/Environmental Compliance Off.	\$1,278.54	\$1,303.43	\$1,328.82	\$1,354.71	\$1,386.74	\$1,393.85	\$1,400.97	\$1,408.09	\$1,415.20	\$1,422.32
Legal Assistant	\$1,034.98	\$1,054.99	\$1,075.42	\$1,096.25	\$1,128.27	\$1,135.38	\$1,142.50	\$1,149.61	\$1,156.73	\$1,163.85
Litigation Paralegal	\$977.27	\$996.12	\$1,015.36	\$1,034.98	\$1,067.01	\$1,074.12	\$1,081.24	\$1,088.34	\$1,095.46	\$1,102.58
Office Manager - Assessor	\$839.10	\$855.20	\$871.61	\$888.36	\$920.38	\$927.49	\$934.61	\$941.73	\$948.84	\$955.96
Office Manager - Auditor	\$839.10	\$855.20	\$871.61	\$888.36	\$920.38	\$927.49	\$934.61	\$941.73	\$948.84	\$955.96
Office Manager - DPW	\$839.10	\$855.20	\$871.61	\$888.36	\$920.38	\$927.49	\$934.61	\$941.73	\$948.84	\$955.96
Office Manager - DPW Sewer	\$996.12	\$1,015.36	\$1,034.98	\$1,054.99	\$1,087.02	\$1,094.13	\$1,101.25	\$1,108.37	\$1,115.48	\$1,122.60
Office Manager - DPW Street	\$996.12	\$1,015.36	\$1,034.98	\$1,054.99	\$1,087.02	\$1,094.13	\$1,101.25	\$1,108.37	\$1,115.48	\$1,122.60

EFFECTIVE JULY 1, 2014 (3%)

APPENDIX B - COTMA SALARY GRID

July 1, 2014 - June 30, 2015

TITLE	Step 1 New Hire	Step 2 6 Months	Step 3 1 Year	Step 4 2 Years	Step 5 5 Years	Step 6 10 Years	Step 7 15 Years	Step 8 20 Years	Step 9 25 Years	Step 10 30 Years
Office Manager - Human Services	\$681.56	\$694.49	\$707.70	\$721.17	\$753.19	\$760.30	\$767.42	\$774.53	\$781.65	\$788.77
Office Manager - PC&PG	\$958.76	\$977.27	\$996.12	\$1,015.36	\$1,047.39	\$1,054.50	\$1,061.62	\$1,068.74	\$1,075.84	\$1,082.96
Office Manager - Planning	\$734.91	\$748.94	\$763.22	\$777.80	\$809.81	\$816.93	\$824.05	\$831.16	\$838.28	\$845.40
Office Manager-DPW Bldg.	\$1,054.99	\$1,075.42	\$1,096.25	\$1,117.48	\$1,149.51	\$1,156.63	\$1,163.75	\$1,170.86	\$1,177.98	\$1,185.09
Office Manager-HR	\$940.64	\$958.76	\$977.38	\$996.12	\$1,028.15	\$1,035.26	\$1,042.38	\$1,049.50	\$1,056.61	\$1,063.73
Office Manager-TNH	\$940.64	\$958.76	\$977.38	\$996.12	\$1,028.15	\$1,035.26	\$1,042.38	\$1,049.50	\$1,056.61	\$1,063.73
Office Manager-Veterans	\$871.61	\$888.36	\$905.44	\$922.87	\$954.89	\$962.01	\$969.12	\$976.24	\$983.36	\$990.47
Office Manager-Water	\$1,034.98	\$1,054.99	\$1,075.42	\$1,096.25	\$1,128.27	\$1,135.38	\$1,142.50	\$1,149.61	\$1,156.73	\$1,163.85
Plumbing Inspector	\$1,381.14	\$1,408.07	\$1,435.53	\$1,463.56	\$1,495.59	\$1,502.70	\$1,509.82	\$1,516.93	\$1,524.05	\$1,531.17
Program Manager-EOECD	\$1,075.42	\$1,096.25	\$1,117.48	\$1,139.14	\$1,171.16	\$1,178.28	\$1,185.40	\$1,192.51	\$1,199.63	\$1,206.74
Public Health/School Nurse	\$1,054.99	\$1,075.42	\$1,096.25	\$1,117.48	\$1,149.51	\$1,156.63	\$1,163.75	\$1,170.86	\$1,177.98	\$1,185.09
Recreation Supervisor	\$777.80	\$792.67	\$807.84	\$823.32	\$855.34	\$862.46	\$869.58	\$876.69	\$883.81	\$890.92
RN/LICSW/Admissions Coordinator	\$1,278.54	\$1,303.43	\$1,328.82	\$1,354.71	\$1,386.74	\$1,393.85	\$1,400.97	\$1,408.09	\$1,415.20	\$1,422.32
Registered Nurse MDS Coordinator	\$1,278.54	\$1,303.43	\$1,328.82	\$1,354.71	\$1,386.74	\$1,393.85	\$1,400.97	\$1,408.09	\$1,415.20	\$1,422.32
Registered Nurse (Working)	\$1,230.21	\$1,254.15	\$1,278.54	\$1,303.43	\$1,335.45	\$1,342.56	\$1,349.68	\$1,356.80	\$1,363.91	\$1,371.03
Registered Nurse Supervisor (Admin.)	\$1,278.54	\$1,303.43	\$1,328.82	\$1,354.71	\$1,386.74	\$1,393.85	\$1,400.97	\$1,408.09	\$1,415.20	\$1,422.32
Rehabilitation Specialist	\$922.87	\$940.64	\$958.76	\$977.27	\$1,009.29	\$1,016.41	\$1,023.52	\$1,030.64	\$1,037.75	\$1,044.87
Risk Mgr/Lead Litigation Paralegal	\$1,139.14	\$1,161.24	\$1,183.79	\$1,206.79	\$1,238.81	\$1,245.92	\$1,253.04	\$1,260.15	\$1,267.27	\$1,274.39
Sanitary Engineer	\$1,230.21	\$1,254.15	\$1,278.54	\$1,303.43	\$1,335.45	\$1,342.56	\$1,349.68	\$1,356.80	\$1,363.91	\$1,371.03
Sanitary Inspector	\$996.12	\$1,015.36	\$1,034.98	\$1,054.99	\$1,087.02	\$1,094.13	\$1,101.25	\$1,108.37	\$1,115.48	\$1,122.60
Sealer of Weights & Measures	\$1,183.79	\$1,206.79	\$1,230.21	\$1,254.15	\$1,286.17	\$1,293.29	\$1,300.41	\$1,307.52	\$1,314.64	\$1,321.76
SN Neighborhood Advisor	\$734.91	\$748.94	\$763.22	\$777.80	\$809.81	\$816.93	\$824.05	\$831.16	\$838.28	\$845.40
Sr. Drop-In-Center Coord.	\$839.10	\$855.20	\$871.61	\$888.36	\$920.38	\$927.49	\$934.61	\$941.73	\$948.84	\$955.96
Street Division Project Manager	\$1,054.99	\$1,075.42	\$1,096.25	\$1,117.48	\$1,149.51	\$1,156.63	\$1,163.75	\$1,170.86	\$1,177.98	\$1,185.09
Street Supervisor - DPW	\$1,408.07	\$1,435.53	\$1,463.56	\$1,492.15	\$1,524.17	\$1,531.29	\$1,538.40	\$1,545.52	\$1,552.63	\$1,559.75
Superintendent of Buildings	\$1,581.38	\$1,612.33	\$1,643.90	\$1,676.08	\$1,708.09	\$1,715.21	\$1,722.33	\$1,729.44	\$1,736.56	\$1,743.68
Supervisor - DPW Vehicular	\$1,183.79	\$1,206.79	\$1,230.21	\$1,254.15	\$1,286.17	\$1,293.29	\$1,300.41	\$1,307.52	\$1,314.64	\$1,321.76
Taunton Cares Coordinator	\$681.56	\$694.49	\$707.70	\$721.17	\$753.19	\$760.30	\$767.42	\$774.53	\$781.65	\$788.77
Treasurer/Collector	\$1,846.97	\$1,883.23	\$1,920.20	\$1,957.93	\$1,989.96	\$1,997.08	\$2,004.19	\$2,011.31	\$2,018.41	\$2,025.53
Water Distribution Supervisor	\$1,161.24	\$1,183.79	\$1,206.79	\$1,230.21	\$1,262.24	\$1,269.36	\$1,276.47	\$1,283.59	\$1,290.71	\$1,297.82
Water Supervisor	\$1,521.31	\$1,551.05	\$1,581.38	\$1,612.33	\$1,644.35	\$1,651.47	\$1,658.58	\$1,665.70	\$1,672.82	\$1,679.93
WF-HVAC Systems Mgr.	\$1,303.43	\$1,328.82	\$1,354.71	\$1,381.14	\$1,413.15	\$1,420.27	\$1,427.39	\$1,434.50	\$1,441.62	\$1,448.73

APPENDIX C – FAMILY AND MEDICAL LEAVE

Westlaw

29 CFR § 825.114
29 C.F.R. § 825.114

Page 1

C

CODE OF FEDERAL REGULATIONS
TITLE 29—LABOR
SUBTITLE B—REGULATIONS RELATING TO
LABOR
CHAPTER V—WAGE AND HOUR DIVISION,
DEPARTMENT OF LABOR
SUBCHAPTER C—OTHER LAWS
PART 825—THE FAMILY AND MEDICAL
LEAVE ACT OF 1993
SUBPART A—WHAT IS THE FAMILY AND
MEDICAL LEAVE ACT, AND TO WHOM
DOES IT
APPLY?

Current through July 11, 2005; 70 FR 39868

§ 825.114 What is a "serious health condition" entitling an employee to FMLA leave?

(a) For purposes of FMLA, "serious health condition" entitling an employee to FMLA leave means an illness, injury, impairment, or physical or mental condition that involves:

(1) Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity (for purposes of this section, defined to mean inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefor, or recovery therefrom), or any subsequent treatment in connection with such inpatient care; or

(2) Continuing treatment by a health care provider. A serious health condition involving continuing treatment by a health care provider includes any one or more of the following:

(i) A period of incapacity (i.e., inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefor, or recovery therefrom) of more than three consecutive calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves:

(A) Treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a

provider of health care services (e.g., physical therapist) under orders of, or on referral by, a health care provider; or

(B) Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.

(ii) Any period of incapacity due to pregnancy, or for prenatal care.

(iii) Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which:

(A) Requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider;

(B) Continues over an extended period of time (including recurring episodes of a single underlying condition); and

(C) May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).

(iv) A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.

(v) Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis).

(b) Treatment for purposes of paragraph (a) of this section includes (but is not limited to) examinations to determine if a serious health condition exists and evaluations of the condition. Treatment does not include routine physical examinations, eye examinations, or dental examinations. Under paragraph (a)(2)(i)(B), a regimen of continuing treatment includes, for example, a course of prescription medication (e.g., an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition (e.g., oxygen). A regimen of continuing treatment that includes the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed-rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider, is not, by itself, sufficient to constitute a regimen of continuing treatment for purposes of FMLA leave.

(c) Conditions for which cosmetic treatments are administered (such as most treatments for acne or plastic surgery) are not "serious health conditions" unless inpatient hospital care is required or unless complications develop. Ordinarily, unless complications arise, the common cold, the flu, ear aches, upset stomach, minor ulcers, headaches other than migraine, routine dental or orthodontia problems, periodontal disease, etc., are examples of conditions that do not meet the definition of a serious health condition and do not qualify for FMLA leave. Restorative dental or plastic surgery after an injury or removal of cancerous growths are serious health conditions provided all the other conditions of this regulation are met. Mental illness resulting from stress or allergies may be serious health conditions, but only if all the conditions of this section are met.

(d) Substance abuse may be a serious health condition if the conditions of this section are met. However, FMLA leave may only be taken for treatment for substance abuse by a health care provider or by a provider of health care services on referral by a health care provider. On the other hand, absence because of the employee's use of the substance, rather than for treatment, does not qualify for FMLA leave.

(e) Absences attributable to incapacity under paragraphs (a)(2) (ii) or (iii) qualify for FMLA leave even though the employee or the immediate family member does not receive treatment from a health care provider during the absence, and even if the absence does not last more than three days. For example, an employee with asthma may be unable to report for work due to the onset of an asthma attack or because

the employee's health care provider has advised the employee to stay home when the pollen count exceeds a certain level. An employee who is pregnant may be unable to report to work because of severe morning sickness.

<General Materials (GM) - References, Annotations,
or Tables>

29 C. F. R. § 825.114

29 CFR § 825.114

END OF DOCUMENT

City of Taunton

Request for Leave of Absence

Name: _____ Employee# _____ Date: _____

Address: _____ City: _____ Zip Code: _____

Status (Check one) () Exempt () Non- Exempt () Full Time () Part Time

Department: _____ Hire Date: _____

Employee Statement: (to be completed by the employee)

I, _____ request a leave of absence to begin _____ and to end _____
for the following reason: (Check One)

() FMLA* () Personal Medical () Personal Non-Medical
() Military () Other _____

I have read and fully understand the Leave of Absence information contained on this form.

Employee Signature _____ Date _____

Extention Request:

I, _____, am currently on a (check one)

() FMLA* () Personal Medical () Personal Non-Medical
() Military () Other _____

leave which began on _____, I would like to request an extention to be
continued from _____ and to end on _____

Employee Signature _____ Date _____

Approval: (* except for FMLA Leave Request - See US Dept. of Labor form # OMB No: 1215-0181)

Approved: _____ Supervisor _____ Date _____
Denied: _____

Approved: _____ Dept. Mgr _____ Date _____
Denied: _____

Leave of Absence Condition: (to be completed by Supervisor of Department Manager)

1. Last day worked _____ Return to work date _____

2. Pay: STD _____ days Casual _____ days Vacation _____ days
No Pay _____ days

3. Employees are not eligible for bereavement pay while on a leave of absence.

4. Check medical insurance to be continued and the weekly/monthly cost to employee.

Medical	() Yes	() No	() N/A	\$ _____
Dental	() Yes	() No	() N/A	\$ _____
Other	() Yes	() No	() N/A	\$ _____

Total insurance premium due per week \$ _____

Total insurance or premium due per month \$ _____

General Terms and Conditions

All leaves of Absence must be approved in advance by your Supervisor and/or Department Mgr.

Failure to return from a Leave of Absence on the agreed upon date without an approved extension will result in termination for job abandonment.

Under no conditions will a Leave of Absence through multiple extensions exceed one year.

All employees returning from a Leave of Absence must contact their Supervisor/Manager at least one week in advance of the projected return date. (This is a requirement to comply with ADA)

If the dates requested change, (including an extension) a new Leave of Absence application must be submitted for re-approval.

Revised November 2009

Certification of Health Care Provider
(Family and Medical Leave Act of 1993)

U.S. Department of Labor
Employment Standards Administration
Wage and Hour Division



(When completed, this form goes to the employee, Not to the Department of Labor.)

OMB No.: 1215-0181
Expires: 07/31/07

1. Employee's Name

2. Patient's Name (If different from employee)

3. Page 4 describes what is meant by a "serious health condition" under the Family and Medical Leave Act. Does the patient's condition¹ qualify under any of the categories described? If so, please check the applicable category.

(1) _____ (2) _____ (3) _____ (4) _____ (5) _____ (6) _____, or None of the above _____

4. Describe the medical facts which support your certification, including a brief statement as to how the medical facts meet the criteria of one of these categories:

5. a. State the approximate date the condition commenced, and the probable duration of the condition (and also the probable duration of the patient's present incapacity² if different):

b. Will it be necessary for the employee to take work only intermittently or to work on a less than full schedule as a result of the condition (including for treatment described in Item 6 below)?

If yes, give the probable duration:

c. If the condition is a chronic condition (condition #4) or pregnancy, state whether the patient is presently incapacitated² and the likely duration and frequency of episodes of incapacity²:

¹ Here and elsewhere on this form, the information sought relates only to the condition for which the employee is taking FMLA leave.

² "Incapacity," for purposes of FMLA, is defined to mean inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefor, or recovery therefrom.

-
6. a. If additional treatments will be required for the condition, provide an estimate of the probable number of such treatments.

If the patient will be absent from work or other daily activities because of treatment on an intermittent or part-time basis, also provide an estimate of the probable number of and interval between such treatments, actual or estimated dates of treatment if known, and period required for recovery if any:

- b. If any of these treatments will be provided by another provider of health services (e.g., physical therapist), please state the nature of the treatments:

- c. If a regimen of continuing treatment by the patient is required under your supervision, provide a general description of such regimen (e.g., prescription drugs, physical therapy requiring special equipment):

-
7. a. If medical leave is required for the employee's absence from work because of the employee's own condition (including absences due to pregnancy or a chronic condition), is the employee unable to perform work of any kind?

- b. If able to perform some work, is the employee unable to perform any one or more of the essential functions of the employee's job (the employee or the employer should supply you with information about the essential job functions)?
If yes, please list the essential functions the employee is unable to perform:

- c. If neither a. nor b. applies, is it necessary for the employee to be absent from work for treatment?

8. a. If leave is required to care for a family member of the employee with a serious health condition, does the patient require assistance for basic medical or personal needs or safety, or for transportation?

b. If no, would the employee's presence to provide psychological comfort be beneficial to the patient or assist in the patient's recovery?

c. If the patient will need care only intermittently or on a part-time basis, please indicate the probable duration of this need;

Signature of Health Care Provider

Type of Practice

Address

Telephone Number

Date

To be completed by the employee needing family leave to care for a family member:

State the care you will provide and an estimate of the period during which care will be provided, including a schedule if leave is to be taken intermittently or if it will be necessary for you to work less than a full schedule;

Employee Signature

Date

A "Serious Health Condition" means an illness, injury impairment, or physical or mental condition that involves one of the following:

1. Hospital Care

Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity² or subsequent treatment in connection with or consequent to such inpatient care.

2. Absence Plus Treatment

(a) A period of incapacity² of more than three consecutive calendar days (including any subsequent treatment or period of incapacity² relating to the same condition), that also involves:

- (1) Treatment³ two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a health care provider; or
- (2) Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment⁴ under the supervision of the health care provider.

3. Pregnancy

Any period of incapacity due to pregnancy, or for prenatal care.

4. Chronic Conditions Requiring Treatments

A chronic condition which:

- (1) Requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider;
- (2) Continues over an extended period of time (including recurring episodes of a single underlying condition); and
- (3) May cause episodic rather than a continuing period of incapacity² (e.g., asthma, diabetes, epilepsy, etc.).

5. Permanent/Long-term Conditions Requiring Supervision

A period of incapacity² which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.

6. Multiple Treatments (Non-Chronic Conditions)

Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity² of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), and kidney disease (dialysis).

This optional form may be used by employees to satisfy a mandatory requirement to furnish a medical certification (when requested) from a health care provider, including second or third opinions and recertification (29 CFR 825.306).

Note: Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number.

² Treatment includes examinations to determine if a serious health condition exists and evaluations of the condition. Treatment does not include routine physical examinations, eye examinations, or dental examinations.

⁴ A regimen of continuing treatment includes, for example, a course of prescription medication (e.g., an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition. A regimen of treatment does not include the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed-rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider.

Public Burden Statement

We estimate that it will take an average of 20 minutes to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, Department of Labor, Room S-3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

DO NOT SEND THE COMPLETED FORM TO THIS OFFICE; IT GOES TO THE EMPLOYEE.

APPENDIX D – ADDITIONAL COMPENSATION

The following is a list of additional duties that are performed by members of COTMA's bargaining unit for which they are paid in the form of the below-listed additional compensation. Such additional compensation is subject to retirement deductions and shall be included in the base upon which their retirement allowances are computed by the Taunton Retirement Board.

<u>Duty</u>	<u>Additional Compensation</u>
1. Blue Cross/Blue Shield (subject to annual appropriation)	\$3,600
2. Code Enforcer	\$3,000
3. Industrial Development	\$3,000
4. Brownfields Coordinator	\$10,000
5. Office Services	\$500
6. Licensing	\$3,500 \$5,200 (effective 7/1/13)
7. Tree Warden	\$3,000
8. Clerk of Municipal Council	\$4,000

APPENDIX E

CITY OF TAUNTON **Communications Policy**

Scope of Policy.

The intent of this policy is to establish a formal set of guidelines for the request, acquisition and use of all City of Taunton communications systems which include but are not limited to mobile devices, electronic mail; voice mail; facsimiles; land-based, cellular, satellite or other communication systems and related equipment. All employees who use a City issued device and associated systems agree by such use to comply with the expectations outlined in this policy statement.

Authorization

Whenever in this Policy the employee is required to obtain authorization or consent and the person for whom consent or authorization should be obtained is not specified, permission for that specific activity must be given by the Director of Information Technology/Automation.

Acceptable Use

Business Use Only

City issued communication systems are provided at the expense of the City and are to be used solely to conduct City business, not personal business. Employees may not use City issued systems to communicate information, opinions, or comments without authorization from the City. Employees are prohibited from passing off their view as representing those of the City.

The employee must not use City issued systems in a manner that would reflect badly upon the City, such as sending discriminatory or harassing voice-mail, or engaging in any other illegal or tortious activities. Employees may not use the City issued systems for non-City purposes. To the extent that employees are authorized to utilize a mobile device for personal or other business, they shall reimburse City for the usage.

Proper and improper communication

All employees agree to use City communication systems for proper work related communication. Further the employee agrees not to engage in improper communication. Proper communication is any communication required in the performance of an employee's principal job function that is professional, reasonable and executed with good customer service. Improper communication is any non-work related communication. The Mayor's Office and the Human Resources Department will determine if a communication is considered proper or improper. Notwithstanding the provisions of this paragraph, employees may access news or information via City communication devices provided it is during an authorized or scheduled break and the City incurs no cost.

No Presumption of Privacy

Any and all communications on City systems are not private and security cannot be guaranteed. Passwords and user I.D.'s are designed to protect the City's confidential, private and/or proprietary information from outside third parties, not to provide employees with personal privacy in the messages.

Employees should assume that any communications that they create, send, receive, or store on City systems may be read or heard by someone other than the intended recipient.

City's Right to Monitor Messages

The City reserves the right to monitor, access, retrieve, read, and disclose to law enforcement officials or other third parties all messages created, sent, received, or stored on the City's Systems without prior notice to the originators and recipients of such messages. Authorized personnel may monitor the communications of employees to determine whether there have been any violations of law, breaches of confidentiality or security, communications harmful to the business interests of the City, or any violations of this Policy or any other City policy.

Message Restrictions

Communications on City systems may not contain content that a reasonable person would consider to be defamatory, offensive, harassing, disruptive, or derogatory, including but not limited to sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, gender, national origin, sexual orientation, religion, political beliefs, or disability. Language used in communications created, sent or forwarded by employees using the City's Systems or use by employees in the course of their employment shall be professional and business like.

Ownership of Messages, Hardware, Access or Telephone Numbers

The City systems and all information stored on them are property of the City. All information and messages *whether City-related or personal* - that are created, sent, received, accessed, or stored on these systems constitute City records. Any hardware issued by the City remains the property of the City. Any telephone numbers or other access numbers are issued by the City and remain the property of the City. The City solely reserves the right to transfer, discontinue or port any telephone or access numbers.

Violations

Violations of this Policy, including breaches or confidentiality or security, may result in suspension of communication privileges, disciplinary actions, and even termination. The City reserves the right to hold the employee personally liable for any violations of this Policy.

Record Retention

As with paper documents created and received by an employee, it is each employee's responsibility to ensure that those electronic messages that should be retained or deleted are done according to the State's Record Retention Policy

<http://www.sec.state.ma.us/pre/prepdf/guide.pdf>

Prohibited Activities

Employees may not use the City's Systems to: (a) upload, download, or otherwise transmit copyrighted, trademarked, or patented material; trade secrets; or other confidential, private, or proprietary information or materials without the City's authorization; (b) upload, download, or otherwise transmit any illegal information or materials; (c) upload, download, access, create, distribute, or otherwise transmit sexually explicit materials or participate in the viewing of such materials; (d) gain unauthorized access to remote computers or other systems or to damage, alter, or disrupt such computers or systems in any way (nor may employees - without authorization - use someone else's code or password or disclose anyone's code or password, including their own); (e) enable unauthorized third parties to have access to or use the City's

Systems, or otherwise jeopardize the security of the City's electronic communications systems; and (f) engage in any other inappropriate, illegal or tortious activities.

While on City premises, at no time, may users access inappropriate websites, such as those hosting pornography, obscene materials or gambling enterprises. The City will not engage in the inspection or other form of monitoring of an employee's personal laptop or any other personal equipment with internet access capabilities.

The use of any element of the City's computer system including Internet access located on City property, for the receipt or transmission of information disparaging to other based on race, national origin, sex, sexual orientation, age, disability, or religion is not permitted under any circumstances.

Message Creation.

Employees must use the utmost care in creating messages on the City's systems. Even when a message has been deleted, it may still exist on a back-up system, be recreated, be printed out, or may have been forwarded to someone else without its creator's knowledge. As with paper records, proper care should be taken in creating electronic records, which can affect the City's reputation and which the City may some day have to produce in connection with a lawsuit.

Only Approved Software To Be Used.

Before any software may be used within the City on any of the City's Systems, the software must be virus tested and approved for use by the Director of Information Technology/Automation and each copy must be registered with the City. No copy of software may be used unless the City has a valid license to use that copy. Employees are not permitted to make additional copies of any software, without authorization and proper registration of the copy. Use or distribution of all licensed software or all licensed copies of software is not only against City policy, it is also illegal. All software must be stored in the Computer Department unless otherwise authorized by the Automation Director.

Viruses.

Any files downloaded from the Internet and any computer disks received from non-City sources must be scanned with virus detection software before installation and execution. The introduction of viruses, attempts to breach system security, or other malicious tampering with any of the City's systems is expressly prohibited. Employees must immediately report any viruses, tampering, or other system breaches to the Director of Information Technology.

Selling and Purchasing.

City's standard purchase and sale policies apply to all purchase-and sales-related activities conducted via the City's Systems.

Uploading to City Web Site/Internet.

Employees must not place City or customer material - such copyrighted software or other materials, internal memos, City trademarks - on the City Web site or any publicly-accessible Internet, unless the posting of these materials has first been approved by the Director of Information Technology.

Monitoring.

To help insure that compliance with this Policy authorized City representatives may monitor the use of the City's Systems from time to time. This may include listening to stored voice-mail messages, reading e-mail message and inspecting any other computer systems files or information.

Mobile Communications

Criteria for requesting a mobile communications device

In order for an employee to be eligible to receive a city issued mobile communications device the employee must meet at least one or more of the following criteria:

- Employee is required to be on-call on a 24 X 7 basis
- Employee's principal job function requires regular travel and is considered a mobile employee
- Employee is a member of the City of Taunton Emergency Team as established by the Mayor
- Certain public safety employees may be eligible for a city issued mobile communications device
- Under certain circumstances as authorized by the Mayor

Procedure for obtaining a mobile communications device

Any employee or department manager requesting a city issued mobile communications device must adhere to the following procedure:

- The employee must sign the Mobile Communications Policy acknowledging their understanding of the acceptable use of mobile communication devices.

Monitoring of Mobile Communications

To help insure compliance with this Policy, the City reserves the right for authorized City representatives to monitor the use of the City's Systems. This may include, but not be limited to, reviewing account activity, changing passwords and listening to stored voice-mail messages.

All mobile communications usage will be monitored quarterly by the Information Technology Department. The City of Taunton reserves the right to discipline any employee who fails to comply with the Mobile Communications Policy. Departments may be required to seek a transfer of funds to cover any costs related to improper or uncontrolled communications on city issued devices or systems.

Departments with employees who have been issued mobile communication devices will be financially responsible for overages incurred by excessive, uncontrolled or improper usage. In certain instances the employee may be required to reimburse the City of Taunton for the costs of improper communications on city issued devices or systems.

Effective Date: The effective date of this policy will be the date upon which it is finally accepted by this collective bargaining unit.

Discipline: The disciplinary action resulting from infractions of this policy shall be subject to the terms of any applicable collective bargaining agreement and contract including the just cause, grievance and/or arbitration provisions pursuant to Section 108(O) of Chapter 41 of the General

Laws. No employee may be disciplined for violations of this policy occurring prior to the effective date of the policy.

Applicability: Provisions of this policy shall be subject to superceding provisions including any amendments hereto of any contract pursuant to MGL Chapter 150E and MGL Chapter 41, Section 108(O).

Tear off here

I acknowledge that I have received the City of Taunton Communication's Policy

Signature

Printed Name

Date

Benefit Highlights

Plus Plan

CITY OF TAUNTON

Your group number: 7990-0001 (Actives); 0002 (Retirees); 0003 (TEFRA); 0004 (Cobra)

The annual maximum is: \$750 per member per calendar year
The annual deductible is: \$50 per individual /\$150 per family
The maximum lifetime cap is: Unlimited

Pretreatment estimates are recommended for underlined procedures.

Plan pays 100%; Member Coinsurance 0%

- Two oral exams per calendar year
- Two cleanings per calendar year. More frequent cleanings may be allowed for pregnant women or patients with diabetes or comprised immune systems. Documentation is required.
- Fluoride treatment for children under age 19 twice per calendar year
- One set of bitewing x-rays once every 6 months
- One complete x-ray series or panoramic film every 36 months
- Single x-rays as required
- Sealants for children under age 16, once per unrestored permanent molar every 36 months
- Space maintainers for lost deciduous (baby) teeth, replacement limited to once every 60 months

Plan pays 100%; Member Coinsurance 0% Deductible Applies

- Palliative treatment (minor procedures necessary to relieve acute pain) twice per calendar year
- Amalgam (silver) fillings; composite (white) fillings on all teeth.
- Extractions and other routine oral surgery not covered by a patient's medical plan
- General anesthesia or intravenous (I.V.) sedation for complex surgical procedures
- Root canal therapy
- Repairs to existing partial or complete dentures once per calendar year
- Recementing crowns or bridges
- Rebasing or relining of partial or complete dentures; once every 36 months
- Occlusal adjustments once every 12 months
- Periodontal maintenance following active therapy, once every 3 months. If alternating with routine cleanings, there must be 3 months between a cleaning and the next maintenance procedure.
- Root planing and scaling once per quadrant every 24 months
- Osseous (bone) surgery once per quadrant every 24 months (bone grafts are not covered)
- Gingivectomies once per site every 24 months
- Soft tissue grafts once per site every 60 months
- Crown lengthening once per tooth every 60 months

Dependent Coverage – Dependent children are covered up until the end of the month that they turn age 26.

Welcome to Altus Dental

This flyer highlights your dental benefits and explains how your Plus plan works. At Altus Dental, we pride ourselves on providing our members with excellent customer service. We look forward to providing you and covered family members with dental insurance. When your coverage begins, we will send you an ID card and a Certificate of Coverage.

How to Contact Us

INTERNET

You can access your account information online 24 hours a day, 7 days a week at www.altusdental.com.

INFOLINE

877.223.0588

InfoLine, our automated telephone information system, is also available 24 hours a day, 7 days a week.

CUSTOMER SERVICE

877.223.0588

Our customer service representatives are available Monday – Thursday 8 am to 7 pm and Friday 8 am to 5 pm, ET.

How Your Plan Works

Dental insurance helps you pay for the most common dental procedures. And, it's important to understand how your Altus Dental Plus plan works so you can get the most from your dental benefits.

How does the plan work? It's easy when you use participating network dentists.

The Altus Dental network includes many of the dentists in your area, delivering easy access to care for you and your covered family members. We are the largest Preferred Provider Organization (PPO) in the state. We also offer access to dentists nationwide through the CONNECTION Dental network. All our dentists must pass our rigorous credentialing process, so you know it's care you can count on.

Finding a Dentist

Your Current Dentist

If you already have a dentist, simply ask if he or she participates with Altus Dental. If your dentist isn't in the network yet, please let us know. We actively recruit new dentists to the network.

www.altusdental.com

Log on to our website and use our online dentist directory to find a dentist in a location that's convenient for you, or to check if your dentist participates with Altus Dental. You may search by name, location or specialty. If your card displays the CONNECTION Dental logo, this means you have access to a national network and can search for a dentist or specialist in all 50 states. Our directory will provide you with the names and addresses of all the dentists that meet your search criteria, as well as maps and driving directions.

Thanks for choosing

Altus Dental – we look forward

to providing you and any

covered family members

with quality dental benefits.

Maximize your coverage with a participating dentist.

In-Network Care

When you receive care from a participating dentist, your out-of-pocket expenses will be less. That's because the dentist has agreed to accept the allowance as full payment, minus your coinsurance and any applicable deductibles – which means no "balance" billing. Just show your ID card and you're done – it's that simple! Participating dentists will handle all the paperwork and inquiries directly with us. We will also pay the dentist directly.

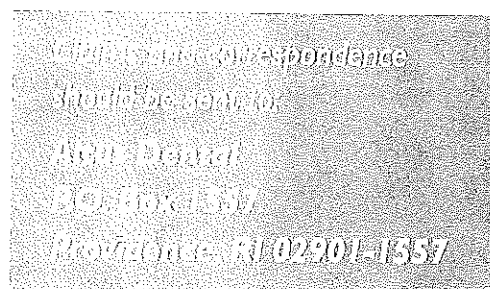
Out-of-Network Care

You also have the freedom to receive care from dentists who do not belong to the network. If you go to a non-participating dentist, you'll be reimbursed at a usual and customary level, which most dentists accept as payment in full, after any applicable deductibles or coinsurance.

Manage Your Benefits

Once you're enrolled, **Members Online** helps you manage your dental benefits with ease. Simply log on to **www.altusdental.com** to verify your specific benefit and eligibility information or to research the status of a claim. You can also create a personal Claim Activity Statement and instantly print a copy of your ID card.

Our website is also a valuable resource for maintaining good oral health – from dental health articles and wellness commercials to our custom Children's Dental Health section. Or take the Dental Health Challenge and find out if you are at an increased risk for dental disease.



CITY OF TAUNTON**ANNUAL MANAGEMENT EMPLOYEE PERFORMANCE APPRAISAL FORM**

EMPLOYEE'S NAME:

JOB TITLE:

DEPARTMENT:

SUPERVISOR:

DATE OF HIRE:

REVIEW DATE:

SECTION I: CORE VALUES AND OBJECTIVES**1. Reliability and Attendance:**

Is consistently reliable and demonstrates a productive work ethic which encourages trust. Work can be delegated with confidence. Reports for work regularly with a minimum number of absences and tardiness. Gives notice when absence or tardiness is unavoidable. Receives authorization when time off is needed. Submits justification for absences as required and/or requested.

- ☐ EXCEEDS EXPECTATIONS
☐ MEETS EXPECTATIONS
☐ IMPROVEMENT NEEDED
☐ UNACCEPTABLE
☐ NOT APPLICABLE

2. Quality and Accountability:

Follows through on assignments to ensure quality work. Manages own time and uses appropriate methods and techniques to achieve timely results. Balances multiple priorities and is focused on desired outcome(s). Makes responsible use of City resources (time and money). Follows City policies. Accepts and understands constructive criticism. Takes appropriate action to correct and improve performance.

- ☐ EXCEEDS EXPECTATIONS
☐ MEETS EXPECTATIONS
☐ IMPROVEMENT NEEDED
☐ UNACCEPTABLE
☐ NOT APPLICABLE

3. Service to Residents/Service Quality:

Responds effectively and in a timely manner to customers' needs accurately & courteously. Is professional when responding to requests. When making referrals, ensures that customers are placed in direct contact with appropriate staff. Facilitates citizens' communication of problems/concerns. Understands and promotes good customer service practices. Uses tact to adjust to personalities and circumstances. Perceived as helpful and understanding by the public. Regarded as responsive to needs, problems and concerns of customers.

- ☐ EXCEEDS EXPECTATIONS
☐ MEETS EXPECTATIONS
☐ IMPROVEMENT NEEDED
☐ UNACCEPTABLE
☐ NOT APPLICABLE

4. Teamwork and Collaboration:

Makes and sustains effective and productive relationships with other members of the workplace and the public. Is respectful of differing viewpoints. Meets commitments to co-workers and employees in other departments. Treats co-workers with respect and professionalism at all times. Knows when to work collaboratively and knows when to work independently.

- ☐ EXCEEDS EXPECTATIONS
☐ MEETS EXPECTATIONS
☐ IMPROVEMENT NEEDED
☐ UNACCEPTABLE
☐ NOT APPLICABLE

OCTOBER 1, 2013

5. Adaptability, Initiative and Problem-Solving

Adapts to organizational changes (e.g., technology, resources, and personnel). Takes initiative in identifying problems and takes appropriate steps to resolve them. Advises supervisor and appropriate staff in a timely fashion about impending problems or issues. Creates solutions to problems by identifying issues, working collaboratively and implementing solutions.

- ☐ EXCEEDS EXPECTATIONS
- ☐ MEETS EXPECTATIONS
- ☐ IMPROVEMENT NEEDED
- ☐ UNACCEPTABLE
- ☐ NOT APPLICABLE

Generally, the following categories are for supervisory and department head positions only, however categories may be used for employees when relevant.

1 PROBLEM SOLVING, INNOVATION & DECISION MAKING

Anticipates problems before they arise and plans for ways to resolve them. Sets priorities. Makes assignments that utilize people's skills, coordinates their effort, and follows through. Identifies challenges, analyzes information, generates options and recommends solutions. Demonstrates good judgment and makes sound decisions under difficult/pressure circumstances. Follows through on the implementation of decisions and plans for solution.

- ☐ EXCEEDS EXPECTATIONS
- ☐ MEETS EXPECTATIONS
- ☐ IMPROVEMENT NEEDED
- ☐ UNACCEPTABLE
- ☐ NOT APPLICABLE

2. Budget/Financial Management

Ensures that funds are spent wisely with adequate control and accounting. Insures that City property and resources is managed and maintained appropriately. Takes a creative approach to potential savings and revenue sources (i.e. grants/procurement). Effectively communicates long-range budgeting and capital planning needs of the Department. Is alert to ideas and information from similar communities and other sources.

- ☐ EXCEEDS EXPECTATIONS
- ☐ MEETS EXPECTATIONS
- ☐ IMPROVEMENT NEEDED
- ☐ UNACCEPTABLE
- ☐ NOT APPLICABLE

3. COMMUNICATION/COMMUNITY RELATIONS

Presents ideas, plans and instructions in a clear, concise and persuasive manner. Is open to and directly solicits reaction and ideas of others. Handles controversial/conflict issues calmly and constructively; understands how to reconcile differences. Communicates clearly; presents information and ideas in an organized and thoughtful manner. Keeps Mayor and CFO informed on issues, needs, and operations, if appropriate. Ensures staff follows good customer service practices.

- ☐ EXCEEDS EXPECTATIONS
- ☐ MEETS EXPECTATIONS
- ☐ IMPROVEMENT NEEDED
- ☐ UNACCEPTABLE
- ☐ NOT APPLICABLE

4. PERFORMANCE MANAGEMENT AND LEADERSHIP

Sets clear expectations and communicates regularly with employees on performance issues. Communicates City goals and enforces policies with staff. Follows through on staff improvement action plans to enhance overall employee performance. Provides appropriate coaching and feedback enabling staff to perform at "Meets Expectations". Establishes a clear sense of direction, sets specific objectives, and mobilizes the people/resources to meet those objectives. Effectively delegates responsibility and authority to employees. Develops staff as individuals and team players

- ☐ EXCEEDS EXPECTATIONS
- ☐ MEETS EXPECTATIONS
- ☐ IMPROVEMENT NEEDED
- ☐ UNACCEPTABLE
- ☐ NOT APPLICABLE

SECTION II: POSITION-SPECIFIC PERFORMANCE CRITERIA

PERFORMANCE CRITERIA ARE TO BE FILLED IN BASED ON ANY PRIMARY TASKS OUTLINED IN THE EMPLOYEE'S JOB DESCRIPTION THAT HAVE NOT BEEN ADDRESSED IN SECTION I.

1.	
	<input type="checkbox"/> EXCEEDS EXPECTATIONS <input type="checkbox"/> MEETS EXPECTATIONS <input type="checkbox"/> IMPROVEMENT NEEDED <input type="checkbox"/> UNACCEPTABLE
2.	
	<input type="checkbox"/> EXCEEDS EXPECTATIONS <input type="checkbox"/> MEETS EXPECTATIONS <input type="checkbox"/> IMPROVEMENT NEEDED <input type="checkbox"/> UNACCEPTABLE

SECTION III: REVIEW OF GOALS SET DURING PREVIOUS REVIEW PERIOD

Review Goal #1:	Status of Goal	Explanation of Status
	<input type="checkbox"/> Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Tabled	
Review Goal #2:	<input type="checkbox"/> Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Tabled	

SECTION IV: OVERALL EVALUATION

Overall Comments, Commendations, and Recommendations	Overall Rating
Comments:	<input type="checkbox"/> EXCEEDS EXPECTATIONS <input type="checkbox"/> MEETS EXPECTATIONS <input type="checkbox"/> IMPROVEMENT NEEDED <input type="checkbox"/> UNACCEPTABLE

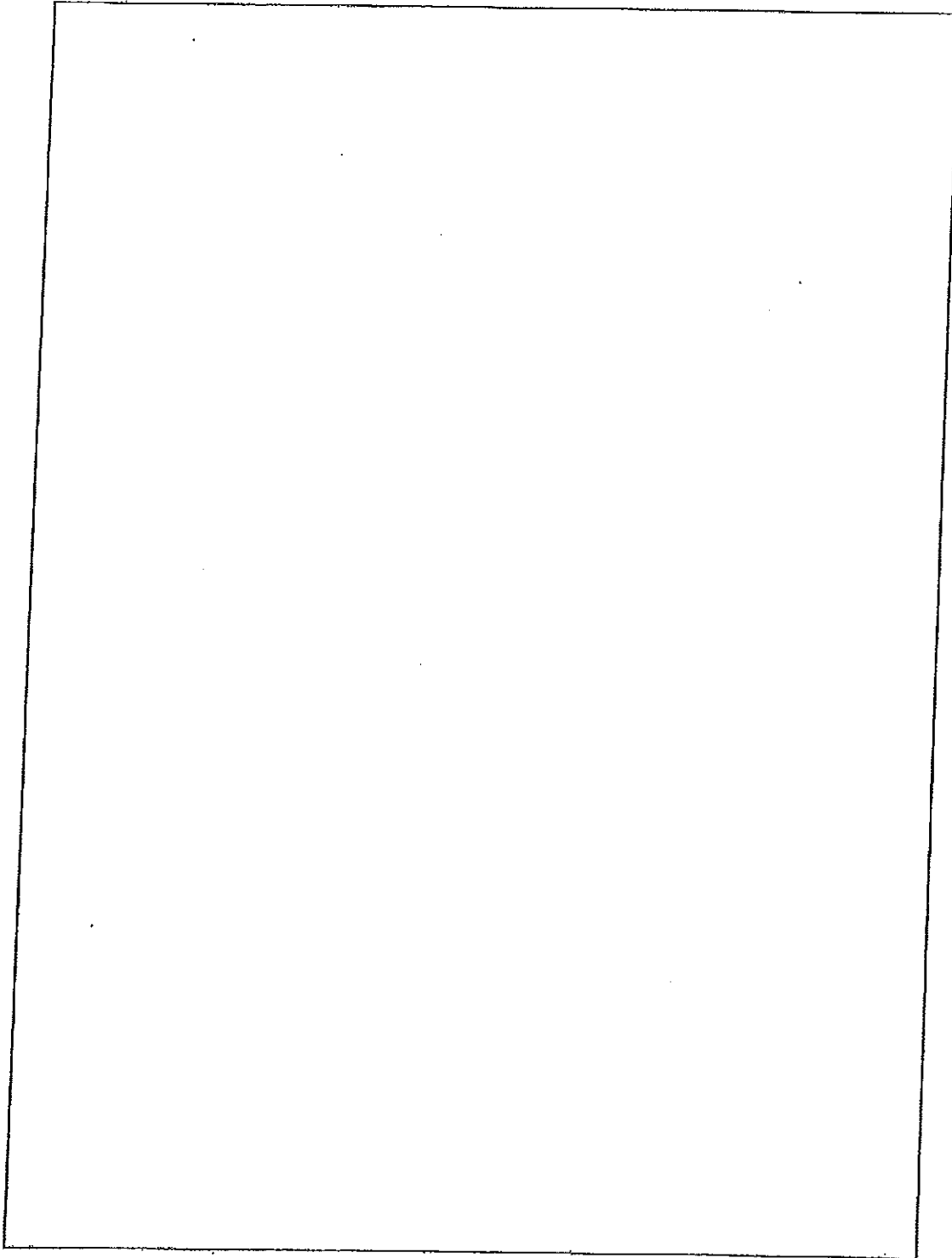
SECTION V: COMING YEAR'S GOALS

Goals	Action Steps	Time Required	Resources Needed	How does this goal support the Dept.'s/Mayor's goals?
Goal #1:				
Goal #2:				

SECTION VI: EMPLOYEE COMMENTS (OPTIONAL)

SECTION VII: SUPERVISORS COMMENTS (OPTIONAL)

INSTRUCTIONS: ELABORATE ON CRITERIA IN SECTIONS 1 THROUGH 4

A large, empty rectangular box with a black border, intended for supervisor comments. It occupies the central portion of the page.

SECTION VII: SIGNATURES

The signature of the employee signifies the employee has had a review meeting with his/her supervisor and has read and received a copy of his/her appraisal.

EMPLOYEE SIGNATURE:	DATE:
1 ST REVIEWER SIGNATURE (Direct Supervisor):	DATE:
2 ND REVIEWER SIGNATURE: (IF APPLICABLE)	DATE:

RATINGS KEY

Exceeds Expectations

The performance of an employee at this level consistently exceeds the job standards and performance expectations. The results consistently achieved are those the City would expect of employees in this position level.

Meets Expectations

The performance of an employee at this level consistently meets the job standards and performance expectations. The results consistently achieved are those the City would expect of employees in this position level.

Improvement Needed

Performance does not consistently meet the essential job standards and performance expectations of the position, or is marginally acceptable. Development, coaching, or training is needed to reach full effectiveness.

Unacceptable

Performance demonstrates an inability or unwillingness to meet job standards and performance expectations of the position. Immediate and sustained improvement is required.